



## APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

Attached is an application form for you to request permission for your child to take a leave of absence from school during term time. **Before completing the application form, please read these notes carefully.**

As a parent or carer you are strongly urged to avoid leave of absence from school during term time. Should this be absolutely unavoidable then you should fill in this form and return it to reception prior to the absence.

The law states that you do not have the right to take your child out of school for holidays during term time. By law you must ask permission for your child to miss school. If you fail to gain the school's permission you risk receiving a penalty notice per parent per child. Holywell C of E Primary School expects attendance at school to be 100% unless there are exceptional or unavoidable reasons for absence which would then be authorised.

New Government Legislation came in to effect from September 2013 which states that Head teachers must not grant any leave of absence during term time unless there are exceptional circumstances. Therefore Holywell C of E Primary School will not consider authorising an absence in relation to any holiday during term time unless exceptional circumstances are detailed on the Leave of Absence Request Form, and handed in before any absence is taken.

In April 2017 the Supreme Court upheld the ban on parents taking their children out of school for family holidays during term time.

Each request for absence will be considered on an individual basis, having regard to the government guidelines and each pupil's performance and attendance record. Authorisation for term-time leave of absence will not be granted unless there are **exceptional one off circumstances** which might justify it. Leave will not be granted if it coincides with a period of statutory assessments. Whilst an authorised absence may very occasionally be granted for an exceptional circumstance it is **entirely Holywell C of E Primary School's decision and not a parental right**. Parents should be advised that absence without the consent of Holywell C of E Primary School **could result in legal action being taken or a Penalty Notice being issued** by the local authority. If the school refuses your application and you still take your child out of school, the absences will be treated as unauthorised. This will appear both in the school register and in your child's report. Persistent unauthorised absence may result in the involvement of the Education Welfare Office and possible legal proceedings.

A Penalty Notice involves a fine of £60, per child, per parent/carer if paid within 21 days, rising to £120, per child, per parent/carer if paid within 28 days. Should a parent or carer on whom a notice is served fail to pay the full amount of the fine within the specified time he/she will be liable to prosecution in a Magistrates court where on conviction a sentence of a fine of up to £2,500 or up to three months in

prison may be imposed. Penalty Notices may only be served in accordance with the terms of the County Council's local code of Conduct, a copy of which is retained by the school. There is no statutory right of appeal against the issuing of a penalty notice. This notice serves as a warning of the possibility of a notice being issued. If we refuse to authorise any leave of absence and you are not happy with the decision, you shall make representations to the Governing Body of the school. You should not wait and make a representation to the County Council once a Penalty Notice has been issued.

Having read these notes, if you still wish to apply for a leave of absence for your child during term time, please sign this page and complete and sign the application on page 2 (overleaf). This form should be returned to your child's school as far in advance of the proposed leave as possible.

Signed.....Parent 1.....(Name)

Signed.....Parent 2.....(Name)



## APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

Child's Name \_\_\_\_\_ Class \_\_\_\_\_ Date \_\_\_\_\_

I request that my child be granted leave of absence from Holywell C of E Primary School from \_\_\_\_\_ to \_\_\_\_\_ (inclusive dates).

Please give full details of the exceptional circumstances for your request to take your child out of school during term time, and why such leave cannot be taken over the school holidays:

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Signature of Parent 1 .....

Name.....

Signature of Parent 2 .....

Name.....

### Office Use ONLY – Additional Notes

Total this academic year:

Authorised

Unauthorised

% attendance (prior to this request)

Total number of days requested

..

Additional Notes from Office:

**Application for Leave of Absence Reply Slip for School use only**

Child's Name \_\_\_\_\_ Class \_\_\_\_\_

Dates from \_\_\_\_\_ to \_\_\_\_\_

Decision for this request Authorised

Unauthorised

Comments: \_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_ Attendance Leader (on behalf of the Headteacher & Governors)

Date: \_\_\_\_\_