





## APPLICATION FOR LEAVE OF ABSENCE DURING SCHOOL TERM TIME

Parents/Guardians wishing to apply for their child to have leave from school should complete this form and return it to school as far in advance as possible and at least 4 weeks before the first date of their period of absence being requested.

Child's Name					Class			
Name of parent/guardian					Telephone No			
About the request for your child's leave of absence	Pleas	e note th	at the ability to access a reduc rcumstance.					
		e tick wh ch school	tick which schools your child(ren) attend(s) and ensure that you send a copy of this form a school  Infant School  Junior School  Lady Lumley's School					
Total school days absence		From			То			
Signature of Parent/Guardian					Date			

## What the Law says about school attendance

As from the 1<sup>st</sup> September the new law gives no entitlement to parents to take their child on holiday during term time. Headteachers would not be expected to class **any term time holiday as exceptional.** Therefore Headteachers will only be able to grant leave of absence in exceptional circumstances and this will still be at the discretion of the Headteacher.

Where a child is taken out of school for the purpose of leave of absence in term time without permission of the school the absence will be coded as unauthorised and as such may result in a Penalty Notice. Penalties are applied by the Local Authority and as such are not at the discretion of the Headteacher. If a Penalty Notice is not paid, the matter may be taken to prosecution in the Magistrates Court. Parents must from 1<sup>st</sup> September 2013 pay (per child) £60 within 21days or £120 within 28 days

## Application received for leave in Exceptional Circumstances Does this leave request meet the Exceptional Leave criteria? **YES** NO Headteacher to reply in writing within 10 working days Headteacher to reply to refusing leave of absence and the reason for doing so. request in writing authorising the request within 10 working days. If the child is absent over the leave period requested this should be recorded as unauthorised absence. Leave Authorised. If 10 or more sessions (5 school days) are recorded as unauthorised a request for a Penalty Notice to be No further action. issued will be made by the Headteacher to the Education Social Work Service. The Headteacher will be required to complete and provide the following before a Penalty Notice is issued • Attendance Certificate • Witness Statement Also provide a copy of the letter to parent(s)/carer(s) This will be the only information laid before the Magistrate Court if the parent(s)/carer(s) fail to pay the Penalty Notice. NB Contact list for further advice.

Loove of Absorber in towns himse	(i) approved	ed		ol days	Attendance				
Leave of Absence in term time	(ii) not approved		Scho	ol days	%				
Date of meeting (if necessary) with parents/guardians and outcome									
Headteacher's signature				Date					
Classteacher's signature				Date					
Date reply sent to parent									
Date Entered on SIMS									