

Request for Leave of Absence during Term Time

Dear Parents/Carers

The law does not grant parents an automatic right to take their child out of school during term time. The Department for Education allows a Head teacher the discretion to consider authorising a leave of absence in term time only in 'exceptional circumstances'.

Any absence from school will disrupt your child's learning. You may consider that a holiday will be educational but your child will miss the teaching that their peers will receive whilst your child is away. Children returning from a leave of absence during term time are also unprepared for the lessons that build on the teaching they have missed.

If you consider that your request for a leave of absence is 'exceptional', please attach any relevant evidence. If the absence is not considered an exceptional circumstance and you nevertheless choose to take your child out of school, **this will be recorded as an unauthorised absence. In these circumstances, the Education Welfare Service may be requested to issue a Penalty Notice for a holiday taken in term time.**

The Penalty Notice is £60, for each parent/carer, for each child, if paid within 21 days, rising to £120 if not paid within 21 days but paid within 28 days. An unpaid Penalty Notice would lead to prosecution under the Education Act 1996 (Section 444) for the offence of failing to ensure your children's regular attendance at school, and may incur a fine of up to £1000 per parent/carer, per child.

Leave of Absence requests must be completed on the form overleaf, letters will not be accepted. This should be returned to the school at least 7 days before the start of the holiday. **A Leave of Absence cannot be authorised retrospectively.**

The Head of Academy will take into account:-

- the specific reasons given for the application
- your child's attendance record (Strand Primary Academy's attendance target for each child is 96%)

Please note the following are **not** valid reasons for taking a Leave of Absence in term time:-

- that the holiday is cheaper in term time
- that the holiday is booked by someone else
- that the holiday has been won as a prize
- term dates were not known – term dates are available on the front page of the school website www.strandpa.org.uk or from the school office

Yours sincerely

Ruth Beckett
Principal

Leave of Absence Application Form

Pupil(s) Name.....

Date of first day of absenceam or pm Date of return to schoolam or pm

Number of school days that your child will be absent from school

If a pupil fails to return within 10 school days following the anticipated date of return and no reason is provided, there may be grounds (under some circumstances) to delete your child's name from the Admissions Register and register them as a Child Missing in Education.

Please detail the exceptional circumstances for which you are requesting leave of absence (attach any supporting evidence e.g. an official letter from an employer)

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I understand that if the absence request is unauthorised the Education Welfare Service is notified of the holiday and a Penalty Notice may be issued.

Name(s) of Parent/Carer(s) making application (include both parent/carer(s) where applicable)

Mr/Mrs/Ms Forename..... Surname DOB:.....

Mr/Mrs/Ms Forename..... Surname DOB:.....

Home Address Postcode

Signed Date

Please ensure you are giving at least 7 days' notice of the proposed absence, **applications cannot be authorised retrospectively.**

Office Use Only

Current attendance..... Details of any previous holiday requests.....

AUTHORISED UNAUTHORISED

Reason.....

Penalty notice to be requested YES NO

Signed.....Principal / Head of Academy Date.....