

APPLICATION FOR LEAVE OF ABSENCE

Please consider the following facts if you are considering taking a holiday in term time:

- Leave of absence during term time will only be granted where an application is made in advance to the school and the school considers that the leave of absence should be granted due to exceptional circumstances.
- For every week your child is absent from school, he/she will miss approximately 20 hours of their education.
- Research suggests that children who are taken out of school may never catch up on work they have missed. This may affect their exam results and the progress they make.
- Unauthorised absences over 4.5 days (9 half-day sessions) within a 10-week period, will lead to the local authority issuing a fixed penalty notice of £160.00 per parent per child, reducing to £80.00 per parent per child if this is the first fine within a 3-year period, and is paid with 21 days.
- The third time an offence is committed for unauthorised absence within a 3-year period, a penalty notice will not be issued, and the case will be presented to the Magistrates Court. Magistrates' fines can be up to £2500 per parent, per child. Cases found guilty in Magistrates Court can show on a parents future DBS certificate, due to failure to safeguard a child's education.
- **Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise.**
- **Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act.**
- **In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Fixed Penalty of £160.**

Please remember every day counts to help your child achieve and enjoy school.

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Name of Pupil(s): _____ **Class:** _____

I am applying for leave of absence from school for my child/ren for the period indicated below. This is due to the special/exceptional circumstances noted below.

Date from/...../..... **to**/...../..... inclusive

Special/exceptional circumstances:

Signed: _____ (Parent/Carer) **Date:** _____

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Office use only:

Date received by school office: _____ Current Attendance (% of possible sessions): _____ %

Authorised / Unauthorised* Signed by Headteacher: _____ Date: _____