



# PUPIL LEAVE OF ABSENCE FROM SCHOOL

School:

**Please note: taking your child out of school during term time is detrimental to your child's educational progress**

Full name of child(ren): \_\_\_\_\_

Address:

Leave requested from \_\_\_\_\_ to \_\_\_\_\_

Total number of school days \_\_\_\_\_

Reason for application:

**I/we have read the information on the reverse of this application and would like to formally request the leave of absence as shown.**

Signature of parent(s)/carer(s) \_\_\_\_\_

Please note:

(1A) Leave of absence shall not be granted unless—

- (a) an application has been made in advance to the Headteacher/Principal by a parent with whom the pupil normally resides; and
- (b) the Headteacher/Principal, or a person authorised by the Headteacher/Principal considers (following government guidelines) that leave of absence should be granted due to the exceptional circumstances relating to that application.

Your request for leave of absence from school during term time has been considered and has been agreed/not agreed.

Signature of Headteacher/Principal \_\_\_\_\_

Please note: Retain the original signed and completed forms in school records and ensure a copy is returned to the parent/carer of the student.

Before completing this application we would advise that you consider very seriously how the absences will affect your child's education. National statistics show all absence in any academic year does have a negative effect on attainment. Schools are not obliged to provide work for students taking leave of absence, however some schools may chose to do this.

The government advises that any excessive family holiday or any refusal of leave of absence must be recorded as unauthorised by the school on the student's records. As you may be aware an accumulation of unauthorised absences may result in legal proceedings against you either through a Fixed Penalty Notice or the Magistrates' Court.

### **Fixed Penalty Notices**

With the implementation of the Anti Social Behaviour Act (2003) the Local Authority has statutory powers to use Penalty Notices to help tackle irregular school attendance and unauthorised absences. An unauthorised absence is any absence that the school has not given permission for or the parent/carer has been unable to provide a reason for the absence, which is acceptable to the school.

The school will discuss with the Local Authority any cases of unauthorised absence and whether the issuing of a Penalty Notice would be appropriate. A Penalty Notice is an alternative to a prosecution to the offence and can be issued when it is felt that parents/carers are failing in their legal responsibility to ensure their child attends school regularly.

The 2007 regulations set out the procedures for issuing penalty notices (fines) to each parent who fails to ensure their children's regular attendance at school. Amendments to 2007 regulations will reduce the timescales for paying a penalty notice. Parents must, from 1 September 2013, pay £60 within 21 days or £120 within 28 days.