

Application for Student leave of absence from School for Parental Holiday/other Circumstances

FULL NAME OF CHILD(REN)	YEAR AND TUTOR GROUP

Date(s) of absence: From to

Date your child will return to school

Please give full reason why absence is to be taken during school term time:

.....

.....

.....

Signature of Parents/Carers.....Date.....

For Office use only :- Please put initials when seen

Reception	Attendance %
Mr M Hardman	Date.....

To be returned to Parents/Carers

The leave of absence forTutor Group.....

Fromto.....has been authorised/has not been authorised.

Signed.....Mr M Hardman (Principal) Date.....

NB: Absence during term time that has not been authorised will count as unauthorised absence on your child's record

Dear Parent/ Carer

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FOR CHILDREN, FAMILIES AND COMMUNITIES



[Research](#) commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. At Alderman Peel High School our aim is to work with parents to ensure that all our students receive the most from their education and reach their full potential.

This letter is to remind all parents about the law that requires them to ensure that their child attends school regularly. The Government is very clear that no child should miss school apart from in exceptional circumstances and schools must take steps to reduce absence to support children's attainment.

The DfE policy document entitled, '[Working together to improve school attendance](#)' states:

- Only exceptional circumstances warrant a leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.
- If a leave of absence is granted, it is for the Head Teacher to determine the length of the time the student can be away from school.
- As Head Teachers should only grant leaves of absence in exceptional circumstances it is unlikely a leave of absence will be granted for the purposes of a family holiday.

If the school does not receive a request for leave, the Head Teacher will be unable to consider your individual circumstances and the absence will be recorded as unauthorised. There will be no obligation on the Head Teacher to reconsider authorising the leave if an application has not been made in advance.

The Local Authority operates a system where any student will meet the criteria for legal intervention if they have **at least 9 sessions (4.5 school days) lost to unauthorised absence by the pupil during 6 school weeks**.

The intervention could be in the form of a fixed penalty notice. Any student at Alderman Peel High School who meets the criteria, will be referred to the Local Authority for action to be considered.

If a fixed penalty notice is issued, the arrangement for the payment will be detailed on the notice. The penalty is £60, if paid within 21 days of receipt, rising to £120 if paid after 21 days but within 28 days. A parent may receive more than one separate penalty notice resulting from unauthorised absence. When penalty notices are issued each parent will receive one per child. Therefore, each parent could receive multiple notices if they have more than 1 child who has been absent.

You should be aware that failure to pay the total amount within the timescale will result in legal action being taken. In some circumstances, the Norfolk County Council Attendance Team may choose not to issue a further penalty notice in the same academic year and may instead choose to prosecute a parent under the Education Act 1996 S444. There is no right of appeal by parents against a fixed penalty notice.

I hope we can count on your support in this matter, please do not hesitate to contact me if you have any questions.

Yours sincerely,

Matt Hardman
Principal

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