

ARDEN GROVE INFANT & NURSERY SCHOOL

APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL

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

Full name of child(ren) Class(es)

Address Post Code

Leave requested: From - 1st day to - last day

Total number of school days

Reason for application – please state reasons for taking your child out of school in term time

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

Name of parent(s)/carer(s)

Signature of parent(s)/carer(s)

Date:

The Headteacher will consider your request for leave of absence following government guidelines and the following points:

1. The child's previous attendance history
2. The child's stage of education.
3. The time of year (SATS or exams).
4. Nature of leave request (special circumstances).

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

Days leave granted: days

Signature of Headteacher

Please note: Original signed and completed forms retained in school records, ensure a copy is returned to the parent/carers of the student to confirm authorisation.

Attendance
Percentage %
(as at)
Age at time
of holiday

To be completed by the office only: Sims ☐ Diary FPN ☐ S/S ☐ Initial ☐

Leave of Absence during Term Time

You are required under the Education Act (1996) to ensure your child attends school regularly. Regulations coming into force on September 1st, 2013, make it clear that the school may not authorise any leave of absence except for:

- Medical appointments
- Religious observance
- Exceptional circumstances (e.g. a family funeral).

Schools should not authorise absences if they believe it is to the detriment of a student's education or if the absences are during school exam periods and SAT's.

Before completing this application we would advise that you consider very seriously how the absences will affect your child's education. National statistics show that 10 days absence in any academic year has a **negative effect** on attainment. Schools are not obliged to provide work for students taking leave of absence, however some schools may choose to do this.

The government advises that 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.

Discuss with the school any request for leave of absence prior to taking any leave. Your child's school may have a designated person for this. It is the parent/carers responsibility to ensure you receive confirmation from the school before the trip is taken. Do not assume permission is granted if you have not received written confirmation.

If the head teacher does not approve an application for a leave of absence an appeal can be made through the Governing Body. This cannot be made retrospectively.

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.

If a Fixed Penalty Notice is issued it is a fine of £60 per parent per child which must be paid in one payment in 21 days. If unpaid, a further invoice for £60 per parent per child is issued; both individual invoices would then have to be paid making a total payment of £120 in 28 days. You should be aware that failure to pay the total amount within the timescale will result in legal action being taken.

Term Time Holiday

The Education (Pupil Registration) (England) Regulations 2006 (which previously allowed Headteachers to grant leave of absence for the purpose of a family holiday during term time in 'special circumstances') has been amended. Changes coming into force on 1 September 2013 make it clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. If leave is granted, Headteachers should then also determine the number of school days a child can be away from school.