



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 _____

Attendance Percentage	<input type="text"/>	%
(as at)		
Age at time of holiday	<input type="text"/>	

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.

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. The school should receive any requests at least 4 weeks prior to the absence.

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.

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 1st 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.

IMPORTANT CHANGE FROM 19TH AUGUST 2024 PLEASE READ INFORMATION

- Penalty Notice Fines issued for term time leave of **5 or more consecutive days**
- 5 days = 10 sessions
- Penalty Notices Fines will be considered when there has been **10 sessions of unauthorised absences in a 10 week period**. Therefore this can be 2 days in one week, 2 in another week and 2 or more further days within a 10 week period.

- Fines will still continue to be issued to each parent for each absent child.
e.g: 2 siblings absent would result in each parent receiving 2 separate fines.

FIRST OFFENCE

The first time a penalty notice is issued for term time leave or irregular attendance within a **10 week** period will be:

- 1) £160 per parent, per child when paid within 28 days
- OR
- 2) £80 per parent, per child if paid within 21 days

SECOND OFFENCE

The second time a penalty notice is issued for term time leave or irregular attendance within a **10 week** period will be just be £160 per parent, per child paid within 28 days
(There is no second option for a second unauthorised absence)

THIRD OFFENCE

Third Offence (and any further offences within 3 years) will be presented straight to the Magistrates court. Where fines of up to £2500 per parent, per child can be issued. Please note that cases found guilty can show on parent's future DBS certificates as a "failure to safeguard a child's education"