



OLD CLEE PRIMARY ACADEMY

Inspired to Believe, Learning to Succeed

Request for Leave of Absence during Term Time

Dear Parents/Carers

The law does not grant parents the automatic right to take their child out of school during term time. The Department for Education allows a Head Teacher the discretion to consider authorising a leave of absence in term time only in 'exceptional circumstances'.

Any absence from school will disrupt your child's learning. You may consider that a holiday will be educational but your child will still miss out on the teaching that their peers will receive whilst your child is away. Children returning from a leave of absence during term time are also unprepared for lessons which build on the teaching they have missed.

If you consider that your request for leave of absence is 'exceptional' you will need to complete the attached form. If the absence is not considered to be an exceptional circumstance and you nevertheless take your child out of school, **this will be recorded as an unauthorised absence.**

The Penalty Notice is issued to each parent for each child taken out of school. This is a fine of £80 per parent, per pupil (e.g. a family of 4, with 2 parents and 2 children would be fined a total of £320). If the fine is not paid in 21 days the fine will increase to £160 per child, £160 per parent (e.g. the family of 4 would now have a fine of £640). In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160. Failure to make payment could result in prosecution for your child not attending school. If you have to attend court you could face a fine of up to £2500.

The Penalty Notice threshold will be reached when a pupil has been recorded as having unauthorised absences for 10 sessions within a 10-school week period. These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and then 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in Summer Term and a further 8 within the Autumn Term).

All leave of absence requests must be completed on this form. Letters will not be accepted. This should be returned to the school at least 7 days before the start of the holiday. All requests must be made prior to the leave being taken, **leave cannot be authorised retrospectively. Please note we are unable to authorise any leave of absence requested with less than 7 days' notice.**

In considering the decision whether to authorise, the following will be taken into account:

- The death or terminal illness of a close relative
- Family crisis
- Parent serving in the Armed Forces
- Out of school programmes such as music, arts or sport – operating at a high standard of achievement.

Documentary evidence of this event will be required

Please note the following are NOT considered exceptional circumstances:

- Low cost holiday packages
- Arrangements made by family or friends
- Shift work patterns/ Seasonal work patterns
- Family occasions/events
- To visit distant ill relative abroad
- Term dates not known – Term dates are available on the school website www.oldcleeprimaryacademy.co.uk.

Yours sincerely
Miss D Richardson
Head Teacher

Old Clee Primary Academy
Request for Leave of Absence during Term Time

Pupil(s) Name

Date of first day of absence am or pm Date of return to school am or pm

Number of school days that your child will be absent from school

If a pupil fails to return within 10 school days following the anticipated date of return and no reason is provided, there may be grounds (under some circumstances) to delete your child's name from the Admissions Register and record them as a Child Missing in Education.

Please detail the exceptional circumstances for which you are requesting leave of absence (attach any supporting evidence e.g. an official letter from employer or details of event)

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If returning to your Country of Origin please confirm the address detail and contact number:

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I understand that if the absence request is unauthorised the Education Welfare Officer may be notified of the holiday taken and a Penalty Notice may be issued. This is a fine of £80 per parent, per pupil (e.g. a family of 4, with 2 parents and 2 children would be fined a total of £320). If the fine is not paid in 21 days the fine will increase to £160 per child, £160 per parent (e.g. the family of 4 would now have a fine of £640). In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160. Failure to make payment could result in prosecution for your child not attending school. If you have to attend court you could face a fine of up to £2500.

Name(s) of Parent/Carer(s) making application (include both parent/carers where applicable)

Mr/Mrs/Ms Forename Surname

DOB

Mr/Mrs/Ms Forename Surname

DOB

Please ensure you are giving at least 7 days' notice of the proposed absence, **retrospective applications cannot be authorised.**

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Office Use Only

Current attendance: Details of any previous holiday requests

AUTHORISED ☐ UNAUTHORISED ☐

Reason.....

Penalty Notice to be requested YES ☐ NO ☐

Signed..... Head Teacher

Date ScholarPack ☐ FILE ☐
EMAIL ☐ EXCEL ☐