

APPLICATION FOR EXCEPTIONAL LEAVE OF ABSENCE FOR YOUR CHILD DURING SCHOOL TERM TIME

INFORMATION FOR PARENTS AND CARERS

This is an application form for you to request permission for your child to be absent from school during term time, which may be granted for **exceptional** circumstances **ONLY**. Before completing this form, **please read these notes carefully**:

Any absence during term time is proven to be very detrimental, as your child misses important lessons, creating 'gaps' in their understanding of key concepts and they find it difficult to catch up, potentially causing a serious impact on their academic development and attainment. Teachers use valuable time helping returning pupils catch up, depriving those who really need them. Children also find it difficult to manage friendships and the class dynamic when they have missed key school events at the beginning or end of term.

Only the Head of School can authorise leave of absence during term time. Completing this form will not give you automatic permission to take your child on leave during term time. Asking or informing another member of school staff does not give you permission. The Head of School will consider your request and give you a decision in writing.

As a parent or carer you must complete this form if you wish to apply for leave of absence for your child during term time. You should discuss your request for leave of absence with the Head of School **before** you book your trip or buy tickets. The local authority strongly advises Headteachers and Heads of Schools not to authorise leave of absence during term time, and it is unlikely that your request will be approved. Schools are advised not to consider the cost or availability of flights or accommodation during term time as grounds for exceptional leave.

The conditions under which leave of absence may be granted are contained in the Education (Pupil Registration) (England) Regulations 2006 and guidance issued in Working together to improve School Attendance issued in February 2024).

If your child is taken out of school during term time without authorisation from the Head of School, you may be referred to the local authority. The local authority may then prosecute you in the magistrates' court under the terms of section 444 of the Education Act 1996 or, as an alternative, issue both parents with a Penalty Notice.

If you are issued with a Penalty Notice you will be fined £80, to be paid within 21 days. If payment is made after 21 days, but within 28 days, the fine rises to £160. If you are issued a second fine the charge will be £160 from day one. The fine is payable by each parent for each child. Alternatively, the Authority may decide to prosecute you without first issuing a fine. You may also be prosecuted if you have had two penalty notices for the same child in three years. The three years will begin with the date of the first penalty notice issued.

If prosecuted for the offence, and found guilty, you would be subject to a fine of up to £1000 for a 444(1) offence, and receive a criminal conviction, or a fine of up to £2500 and/or three months in prison and a criminal record for a 444(1A) offence.

If the Head of School does authorise leave of absence during term time, your child must leave and/or return to school on the agreed date. If your child does not leave or return to school on these dates, the whole period of absence may be classified as unauthorised. You may then be referred to the local authority and incur the penalties outlined above.

If your child does not return to school within any 10 school days of the agreed date, your child may be removed from the school roll and the admissions register. You must inform the school immediately if your child's return is going to be delayed. Failure to inform the school might mean

that you would have to reapply for a place at the school for your child. There might not be a place available, and you would need to find a place for your child at another school.

1 The law only allows the school to grant permission for leave in the event of ***exceptional*** circumstances. Your request may be refused if it is not agreed that the reason for absence is exceptional. So **please do not book any travel tickets** without getting the school permission first.

2 **Family** weddings, anniversaries, cheaper airline tickets, family reunions and children's birthdays are ***not*** generally considered to be exceptional circumstances

3 Visiting a relative who is unwell is also ***not*** normally a valid reason to disrupt your child's learning - If that relative requires the care and support of adults this should ideally be only while your child remains attending at school.

4 You **must** apply for permission in writing ***beforehand***, using this form. Please attach any documentary evidence that you feel will support your request.

5 If you need to travel at **short notice**, or are **delayed** on your return journey, then you will need to supply copies of all booking and travel documentation to show the dates that bookings were made, the original travel tickets as well as any evidence of rescheduled travel documents. All of this information is required by the school if they are to reconsider.

6 **If you have any children on-roll at another school, then permission from that school must also be requested and agreed.**

7 As well as the points in paragraphs 5 and 6 above, we take into account exam and SATs dates, your child's attendance and punctuality record, as well as their level of academic achievement or support needed around their learning in school. You may then be referred to the local authority and incur the penalties outlined above.

PLEASE RETURN THE COMPLETED APPLICATION FORM TO THE SCHOOL OFFICE/STAFF AT LEAST 4 WEEKS BEFORE INTENDED ABSENCE

APPLICATION BY PARENT/CARER FOR CHILD'S EXCEPTIONAL LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Child's Name **Year**

Home Address

.....

I wish to apply for my child to be absent from school during the following dates:

From (1st day off): **Until** (Last day off):

Date of 1st day back at school Total school days missed:

Brothers and sisters requesting exceptional leave from other schools:

Name of child/ren

School Year group/class

Reason/s you are applying for exceptional absence from school:

*I apply for my child to be granted authorised absence from school for the exceptional reasons stated. I understand that if this is not agreed, then any leave subsequently taken will be treated as **Unauthorised Absence** and could result in the Local Authority issuing both parents/carers with a Penalty Notice Fine of £80 each, rising to £160 if not paid within the stated time.*

Name of Parent/Carer making the application

Signed Date

Contact in UK if you miss agreed return date.....

Address of contact:.....

Contact Tel no:..... Contact Email:.....

For office use only:

Date received **Child's overall attendance** %

Sessions of UA Sessions of Auth. Abs.

Leave agreed: Yes No

Reason

Signed Date decision sent to parent