

Jacksdale Primary & Nursery School

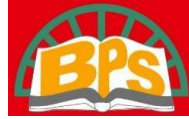
APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

Application forms are available from the Headteacher or Office.

Before requesting an application form, please read these notes carefully:

- The law states that you **do not have the right to take your child out of school during term time**. The Local Education Authority works with schools to reduce the numbers of children missing school because of leave taken in term time, including family holidays, and we will not authorise any absence where children miss school unless there are exceptional circumstances, such as a bereavement. Please note that unless a supporting letter is issued by a medical professional, then special educational needs will not be accepted as exceptional circumstances.
- For parents wishing to request a leave of absence for a holiday, please be aware that a fine will be issued on the 10th session absence (1 full week). 4.5 days of holiday absence will not trigger a fine initially. Should absences immediately before or after a holiday be reported these will require medical evidence or be identified as unauthorised and therefore trigger a penalty notice request (fine). Should travel delays occur which take an absence over the requested 4.5 days, then a penalty notice request will be made to the local authority.
- Such unauthorised absences of 9 sessions (4.5 days) or more will lead to the school requesting that the Local Authority issue a penalty notice.
- We advise that you do not plan for your child to be absent from school without gaining prior agreement from the school first. We cannot retrospectively authorise absence from school under any circumstances. If your request is authorised, you are required to ensure your child catches up on any missed school work. This is your responsibility and school are not obliged to provide work for your child.
- If after consideration, the school refuse your application for leave and you still take your child out of school, the absences will be treated as unauthorised. Such unauthorised absences of 6 days or more will lead to a request being made for the Local Authority to issue a Penalty Notice. This is not a decision that the school will take lightly and the full context of the situation will be thoroughly considered before making such a decision.
- The school will inform you in writing of their decision regarding the authorisation or otherwise of requested leave of absence during term time.
- Where a child is late or absent for 10 sessions within a 10 week rolling period, and this is classified as an unauthorised absence, then a penalty notice will be issued (at a cost of £160 per child, per parent, reduced to £80 if paid within a specified time limit (usually 4 weeks). If there is another period of 10 or more unauthorised absences within 3 years, then the penalty notice increases to £160 per child per parent, and if there is a 3rd occasion within 3 years, then a penalty notice is not issued, it is a summons to court.
- 1 session = a morning or an afternoon, so 10 sessions is a full week of absence.

Having read these notes, if you still wish to apply for a leave of absence for your child during term time then please contact the Headteacher for an application form. This form should be returned to school at least 4 weeks before the requested absence.



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

Pupil's Name Class

Home Address

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

Date of Last day at School Date of Return to School

Total number of school days missed

Please explain the circumstances that make it necessary to request a leave of absence in term time:

.....
.....

Do you expect to request any further leave of absences this year?

.....

I make application for my child named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a Penalty Notice or a Summons for irregular school attendance.

Name of Parent/Carer making application

Signed Date

PLEASE RETURN COMPLETED APPLICATION FORM TO YOUR CHILD'S SCHOOL GIVING AT LEAST 4 WEEKS' NOTICE OF INTENDED ABSENCE

Please do not book any holiday until you know that if the school will authorise your child's absence

FOR OFFICIAL OFFICE USE ONLY

Current attendance

Are exceptional circumstances granted? (please circle) Yes No

Is leave of absence authorised? (please circle) Yes No

Does LOA meet penalty notice request threshold? (please circle) Yes No

Reviewed by Date