

Headteacher: Mrs J. Langton BEd (Hons) MA,
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APPLICATION FOR LEAVE OF ABSENCE FOR A CHILD FROM SCHOOL DURING TERM TIME

The current law does not give any entitlement to parents to take their child out of school during term time. Any application for leave must be in exceptional circumstances and made at least two weeks in advance. The Headteacher must be satisfied that the circumstances are exceptional before granting the leave.

Parents may be fined for taking their child out of school during term time without consent from the school. Unauthorised absence may be referred to the Attendance Service who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent for each child taken out of school. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution.

There are already 175 non-school days to spend on family time, holidays, shopping, appointments etc.

Pupils' absence during term time can seriously disrupt their continuity of learning. Not only do they miss the teaching provided on the days they are away, but they are also less prepared for lessons after their return.

Parents may be invited to attend a meeting with the Headteacher to discuss the application.

Please complete the information on the reverse and attach any supporting evidence and return it to Mrs Page in the School Office in the first instance.





APPLICATION FOR LEAVE OF ABSENCE FOR A CHILD FROM SCHOOL DURING TERM TIME

Name of Child Class

First day/date of absence Last day/date of absence

Number of days absent

Reason for absence during term time

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I understand that if my request is not authorised, the school may request the issue of a Penalty Notice.

Signed Name Date

To be completed by the school:

Current Attendance%

Authorised

Unauthorised

..... *Signed on behalf of the School Governor*

