

# Tacolneston and Morley CE VA Primary Schools Federation

## Leave of Absence Form

**Taking your child out of school during term time could be detrimental to your child's educational progress**

Full name of child(ren)

Address

Leave requested from \_\_\_\_\_ to \_\_\_\_\_

Total number of school days \_\_\_\_\_

Reason for application:

If you have children attending another school, please give details below:-

Name of Sibling \_\_\_\_\_ School \_\_\_\_\_

Name of Sibling \_\_\_\_\_ School \_\_\_\_\_

**I/we have read the information on the reverse of this application and would like to formally request the leave of absence as shown.**

**A copy of this form will be returned to you signed by the Head Teacher as either authorised or unauthorised.**

Signature of parent(s)/carer(s) \_\_\_\_\_

Date: \_\_\_\_\_

In normal circumstances, all requested absences will be unauthorised. There may however be exceptional circumstances where the Head Teacher may exercise discretion and authorise time off. (Please refer to the notes overleaf).

Please discuss any requests for absence with us prior to making a booking. It is the parent / carers responsibility to ensure you receive confirmation from the school before the leave is taken. Please do not assume permission is granted if you have not received confirmation.

**Your request for leave of absence from school during term time has been considered and is authorised / unauthorised.**

Signature of Headteacher \_\_\_\_\_

*Mrs Laura Green – Head Teacher*

The Head Teacher 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. Whether the parents are restricted in terms of leave from their employer.

### **Leave of absence during Term Time**

You are required under the Education Act (1996) to ensure your child attends school regularly. There is however, a discretionary power to allow leave of absence in exceptional circumstances during term time. This is not an entitlement and purely at the discretion of the schools head teacher. 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 10 days absence in any academic year does have 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 unauthorised absences may result in legal proceedings against you either through a Fixed Penalty Notice or the Magistrates' Court.

### **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.

The penalty is in the form of a £60 fine per parent/carer per child payable within 21 days, this increases to £120 payable per parent/carer per child within 28 days. Failure to pay usually results in prosecution in the Magistrates' Court.

\*(Academic year =school year from September to July)