

### Application for Leave of Absence during Term Time.

As from September 2013 amendments to Government regulations mean that parents do not have any entitlement to remove their child from school during term time and the discretionary 10 days no longer exists. Any application for leave will therefore be in only **VERY** exceptional circumstances and evidence must be provided. 'Exceptional' is defined as 'rare, significant, unavoidable and short' and unavoidable means an event that could not reasonably be scheduled at another time. The guidance from the DCSF suggests examples of exceptional circumstance such as:

- For service personnel who are prevented from taking holidays outside term-time if the holiday will have minimal disruption to the pupil's education; and
- When a family needs to spend time together to support each other during or after a crisis.

School will not provide work for children to complete, save in exceptional circumstances. Family holidays are **not** exceptional circumstances.

#### School's Perspective

This school recognises that huge differentials in Travel Agents' prices between term time and school holidays contribute directly to the large number of children absent from school to go away on holiday. However, all schools are now coming under considerable government pressure to reduce these absences. The DCSF guidance also states that holidays which are taken for the following reasons should not be authorised:

- Availability of cheap holidays;
- Availability of the desired accommodation;
- Poor weather experienced in school holiday periods; and
- Overlap with a beginning or end of a term.

There are 175 days a year when a child is not required to be in school (weekends/holidays/bank Holidays).

Should a request for leave not be received and a child is absent from school for 3 or more days, medical evidence will be required to authorise that absence, if there is concern that the child is on holiday.

**A request is unlikely to be authorised if a child's attendance is less than 95%.**

If an absence is taken and unauthorised a referral may be made to the Local Authority.

**Please complete the form and return to the school office at least 3 weeks before date of requested absence.**

I wish to apply for term time absence for my child(ren)

Child Name(s)	Classes
Date requested inclusive from:	To:

**Reason for absence, please give full reason or attach letter. If leaving the country, please include destination. Please attach supporting evidence.**

I understand that if this absence is not agreed then any absence will be unauthorised and may lead to a referral to the Local Authority.

Signed.....Parent/Carer      Date .....

Please be aware that unauthorised absence from school can result in a number of different outcomes for parents and children. Each case is considered individually.

Under section 444 of the Education Act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school his/her parent(s) are guilty of an offence. Please also note that if you have more than one child, each child’s irregular attendance is dealt with as a separate matter.

The Education Welfare Service may take formal action against you, as parent, for failure to comply with the law. Please note that penalty notices are issued as an alternative to prosecution, and may not be issued if prosecution is considered to be a more appropriate response to your child’s irregular attendance. Therefore, your child’s irregular attendance (which includes unauthorised absence from school) could result in one of the following:

1. A Penalty Notice. The penalty is £60 payable within 21 days, rising to £120 if paid between 22 and 28 days. (Failure to pay will result in prosecution.)
2. Prosecution. (Prosecution could lead to fines up to £2500 and /or 3 months’ imprisonment.)

**To be completed by school**

Date request received	
Child’s name	Class
Current attendance                      %	Attendance previous year                      %
Child’s name	Class
Current attendance                      %	Attendance previous year                      %
Authorised: Yes / No	Parents to meet with Headteacher: Yes / No
Signed:	Lorraine Wright, Executive Headteacher
Date Parent’s notified of school decision	

***We collect and process all personal data in line with our privacy notices and GDPR Policies which can be found on Elmlea Infant and Junior School websites.***