

# APPLICATION FOR LEAVE OF ABSENCE

It is a legal requirement for parents/carers to obtain the permission of the Headteacher before removing their child from school in order to take **any** leave in term time. Parents **do not** have an automatic right to take their children out of school for leave during term time and may be issued with a Penalty Notice (£160 per parent per child) if they do so without prior arrangement with the Headteacher. **The legislation only allows the Headteacher to authorise such leave in exceptional circumstances. Please note that due to the change in legislation in August 2024 a third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first penalty notice. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative legal action will be taken. This will often include considering prosecution.**

To apply for a child to be granted leave from school parents should **complete this form and return it to school for consideration well in advance of the proposed leave and before committing to any expense.** Upon receipt of a request the Headteacher will make a decision as to whether to authorise the absence, being mindful of government regulations and LA guidance. **It is important that, if you believe exceptional circumstances apply, you provide this information to school at the time of submitting this request.** Information submitted at a later date will not be considered. By definition, exceptional trips should not occur regularly.

Where school have concerns about the leave request, the Headteacher or their representative will arrange to meet with you to discuss your application. Please see overleaf for factors that may be taken into account by school when considering a request for leave.

## PARENTS' SECTION (NB application must come from the parent with whom the child normally resides)

(Please attach additional sheets if necessary)

Surname of child:  First name of child:

Date of Birth:  Year Group:

Surname of parent/carers:  First name:

Relationship to child:  Are there any siblings applying for leave from Balshaw's?  Yes/No  
Name:

Are there any other siblings from other schools?  Yes/No What is the name/s of the other sibling/s?

What is the name of the other school?  Yes/No Have they granted permission?  Yes/No

Home address:

Postcode:  Telephone number:

Please provide information regarding the exceptional circumstances supporting this application for leave. (additional documents can be attached):

Length of absence :  Destination (if applicable):

Date of first day of absence:  Date due back in school:

Emergency UK telephone contact name and number:  Other emergency contact details, if leave is outside the UK

**Employer Details**  
If you are stating work commitments as an exceptional reason for requesting leave, please complete this section and attach any evidence you have showing why leave cannot be taken during the school holidays.

<b>Name:</b>	<input type="text"/>
<b>Address:</b>	<input type="text"/>
<b>Telephone:</b>	<input type="text"/>

Parent/carer of residence's signature:  Date of Application:

I confirm that I have included any relevant information for consideration (Y/N):

**ADDITIONAL FACTORS FOR CONSIDERATION**

Students attend school for a maximum of 190 days each academic year. Regular attendance is vital for your child's educational progress. The Local Authority expects that all parents/carers ensure their children attend school whenever possible. Absence during school time is largely prohibited by regulation and hinders academic progress. Even in exceptional circumstances, the following factors may be taken into account when considering an application for leave:

- Will leave at this point in time be detrimental to the student's education?
- Will he/she miss any national tests or examinations?
- Is his/her attendance a cause for concern?
- Is the proposed absence during the month of September or any other transition period?
- Has he/she already had leave during term time this year?
- Did he/she have leave of absence during term time in the previous school year(s)?
- Does he/she have any absences which have been recorded as unauthorised this year?

**SCHOOL SECTION:**

Date application received:  Student's % Attendance:

Date of meeting with parent(s) (if applicable):  SIMS/STAR ethnicity code:

Gender of child:  Male  Female

<b>About the request:</b> (Please circle)	Leave request approved?	Yes	No
	Parent(s) informed of potential consequences of taking unauthorised leave	Yes	No
	How many days leave have been requested?		
	Parent(s) informed of potential consequences of failure to return on due date?	Yes	No

Reason(s) for decision:

Number of previous applications granted:

Headteacher's signature:  Date:

## **Important Update – Changes to Education-related Penalty Notices**

### **Information for Parents**

You may be aware that the Department for Education has recently announced national changes to penalty notices issued for unauthorised absence in term time. These changes will come into effect on 19 August 2024.

The changes to be aware of are:

- Penalty notices issued for offences that take place after 19 August 2024 will be charged at a new rate of £160 per parent per child. This can be paid at £80 if paid within 21 days.
- Any second penalty notice issued to the same parent for the same child within a rolling 3-year period will be issued at the rate of £160 to be paid within 28 days with no option for a discounted rate.
- The threshold at which a penalty notice **must** be considered is set at 10 sessions (equivalent to 5 days) of unauthorised absence within a rolling 10-school week period<sup>1</sup>. This may include absences as a result of arriving late after the register closes. The 10 school weeks may span different terms or school years.
- A maximum of 2 penalty notices may be issued to a parent for the same child within a rolling 3-year period, so at the 3rd (or subsequent) offence(s) another course of action will need to be considered (such as prosecution or one of the other attendance legal interventions).
- Only penalty notices issued for absences taking place after 19 August 2024 will count towards the above thresholds.

### **Absences can have a lasting effect on learning**

Missing a week of school means your child will miss around 25 hours of learning

This creates gaps in their knowledge and could mean they will not meet their full potential