



BROUGHTON PRIMARY ACADEMY

Broughton Primary Application Form for an Exceptional Leave of Absence Request during Term Time

Should you wish to make a request for a one-off exceptional leave of absence for your child during term time, please complete the application below providing evidence in support of the exceptional circumstance, together with details of why the leave cannot be taken during any school holiday period.

Please note this **MUST** be made prior to the proposed leave of absence. Each request will be considered based on the information provided. Leave of absence is not an entitlement and will not be granted for the purpose of a family holiday, as this does not meet the exceptional circumstance threshold.

Please **DO NOT** make any arrangements prior to submitting the request and until you have confirmed with the school that the leave of absence is granted.

In September 2013 there was an amendment to the Education (Pupil Registration) (England) Regulations 2006 which prohibited the Principal of a school granting leave of absence for a pupil except where an application *is made in advance* and the Principal considers there are **exceptional circumstances** relating to the request. If the Principal authorises a leave of absence request, it will be their decision to determine the length of time that the child can be away from school.

| 1. To be completed by the parent or carer with whom the child normally resides | | | |
|--|--|-------------------------------------|-----------------------------|
| Name of Pupil | | Class | |
| Address | | | |
| Dates Requested | From: (First date of proposed absence) | To: (last date of proposed absence) | Total Number of School Days |
| Supporting information and the reason for the exceptional leave of absence request | | | |

| 2. Please provide details of any other siblings. A separate application will be required for each child. | |
|--|------------------|
| Name | School Attending |
| | |
| | |

| 3. I confirm that I am the parent or carer with whom the child listed in section 1 resides | | | |
|--|--|-----------------------|--|
| Signed | | Please print name | |
| Date | | Relationship to child | |

| | | |
|--|----------------------------|--------------|
| For School Use Only: A copy MUST be retained by the school | Date application received: | Received by: |
|--|----------------------------|--------------|



BROUGHTON PRIMARY ACADEMY

**School Response to an Application for
Exceptional Leave of Absence Request during Term Time**

| Details of Application (To be completed by the Academy) | | | |
|---|--|----------------------------|--------------------|
| Name of Pupil | | Class | Attendance % |
| Address | | | |
| Name of person requesting the leave of absence | Relationship to the child | | |
| Dates Requested | From: (First date of proposed absence) | To: (Last date of absence) | Total School Days: |

| Decision following consideration of Application (Please see attached letter) | |
|--|---|
| I have considered your application for leave of absence based on the information provided and my decision is confirmed below: | |
| <p>Authorised Absence <input type="checkbox"/> Please tick as appropriate</p> <p>On this occasion I am able to authorise the leave of absence as I feel that the reasons provided are exceptional. The absence will be recorded on the school register as authorised.</p> <p>Signed: _____</p> <p>Print: _____</p> <p>Position: _____</p> | <p>Unauthorised Absence <input type="checkbox"/> Please tick as appropriate</p> <p>On this occasion I am unable to authorise the leave of absence as I do not consider the reason provided to be exceptional. Therefore, you should not take the leave. Should you go ahead with the proposed leave, the absence will be recorded as unauthorised on the school register.</p> <p>Signed: _____</p> <p>Print: _____</p> <p>Position: _____</p> |

If the leave of absence has not been authorised by the Principal, the information will be submitted to the Education Inclusion Service who may issue a Penalty Notice or take other legal intervention if there are 10 or more consecutive or non-consecutive unauthorised absence sessions (5 days) within a 10-week rolling period. Penalty Notices were introduced as an alternative to prosecution, but if they fail to act as a future deterrent, prosecution may be considered rather than a further Penalty.

- If paid within 21 days, the Penalty Notice is £80 per parent or carer, per child
- If paid after 21 days, but within 28 days, the Penalty Notice increases to £160 per parent or carer, per child
- If the Penalty Notice remains unpaid after 28 days, this may result in prosecution.

The second time a Penalty Notice is issued within a three-year period for unauthorised absence the amount will be: £160 per parent, per child paid within 28 days.

The third time an offence is committed (within a three-year period) a Penalty Notice will not be issued and the case could be presented straight to the Magistrates' Court. Prosecution can result in Criminal records and fines of up to £2,500. Cases found guilty in Magistrates' Court may show on any parent's future DBS certificate for 'failure to safeguard a child's education'.

| | |
|---|------------------------------------|
| For School Use Only: <i>A copy MUST be retained by the school</i> | Date Returned to Applicant: |
|---|------------------------------------|