



Churchmead School

Life in all its fullness
JOHN 10:10

**APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL
DURING TERM TIME IN EXCEPTIONAL CIRCUMSTANCES**

Full name of Student:

Year/Form:

Address:

Leave requested from _____ to _____
(please include dates and time)

Total number of school days _____

Reason for application

Please explain why you are applying for an authorised absence and the circumstances, which make your application exceptional and therefore the leave cannot be taken within the normal 13 weeks holiday your child has from school. If you are requesting authorisation to attend a specific event, please confirm the date of the event and explain your travel arrangements. **Please provide evidence to support your application.**

Have you previously had leave of absence during term time? YES/NO

If YES, please give dates:

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

Print Name of parent(s)/carer(s) _____

Signature of parent(s)/carer(s) _____ Date _____

Head teachers comply with the 2013 amendment to the **Education (Pupil Registration) (England) (2006) Regulations 2013** which means that they cannot authorise a leave of absence from school unless it is exceptional; every case should be treated on an individual basis and with consideration of the circumstances. Ultimately, it is the Head teacher who decides if a period of leave during term time should be authorised or not. (see overleaf)

For school use only:

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Leave of absence is APPROVED (the absence will be recorded as AUTHORISED)

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Leave of absence is NOT APPROVED (the absence will be recorded as UNAUTHORISED)
Please see overleaf for further information or contact the school if you would like to discuss this.

Signature of Headteacher _____ Date _____

Churchmead Church of England (VA), 11-18 School, Priory Way, Datchet, Berkshire, SL3 9JQ

Email: Office@churchmead.org Telephone: 01753 211330 Fax: 01753 580046 Website: www.churchmead.org

Headteacher: Mr C Tomes BA (HONS), MA

EDUCATION ACT/GOVERNMENT GUIDELINE FOR LEAVE OF ABSENCE DURING TERM TIME

(Academic year = School year from September to July)

- The Education (Pupil Registration) (England) Regulations 2006 (as amended) by Education (Pupil Registration) (England) Regulations 2013 no longer permit Headteachers to authorise leave for holidays.
- Headteachers may only grant leave of absence in exceptional circumstances; it is therefore unlikely a leave of absence will be granted for the purposes of a family holiday.
- Parents should plan their holidays around school breaks and avoid seeking permission from schools to take their children out of school during term time unless it is absolutely unavoidable.
- A leave of absence is granted entirely at the headteacher's discretion.
- If a leave of absence is granted, it is for the headteacher to determine the length of the time the pupil can be away from school.
- Requests for Leave of Absence should be made before any arrangements are confirmed or money committed.
- This request form **MUST** be completed in advance by the parent(s)/carer(s) with whom the pupil normally lives before requests will be considered and a Leave of Absence form must be completed for each child.
- If Leave of Absence is granted, please contact school to discuss measures to minimise the impact of the absence on your child's academic progress.
- If your leave of absence is either approved and you fail to ensure that your child returns to school by the agreed date or your child takes leave when your leave of absence request is not approved, the absence will be marked as unauthorised on the attendance register.
- Parents may be issued with a Fixed Penalty Notice or prosecuted for unauthorised absence, including holidays.
- Schools must consider each application for a leave of absence individually taking into account the specific facts and circumstances and relevant background context behind each request.
- Children need to attend school regularly to benefit from their education. Missing lessons leaves children vulnerable to falling behind.

EXCEPTIONAL CIRCUMSTANCES

In considering whether any exceptional circumstances apply, the headteacher will consider if the reasons are **rare, significant, and unavoidable**. The headteacher will also take into consideration the factors listed below:

- whether the event for which leave of absence is requested could reasonably take place during school holidays;
- levels of attendance and unauthorised absence over the last 12 months;
- any leave of absence taken previously;
- whether the leave is during the exam period or will result in a failure to meet assessment deadlines;
- the age and year group of the pupil concerned.

FIXED PENALTY NOTICES

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. 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/carers 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. 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 £80 fine per parent/carers per child payable within 21 days, this increases to £160 payable per parent/carers per child within 28 days for the first offence and there is no reduction for early payment for the second offence. Failure to pay usually results in prosecution in the Magistrates' Court.