



Leave of Absence during Term Time

Dear Parent / Carer,

Since 1st September 2013, Head Teachers have not been able to grant any leave of absence during term time unless there are exceptional circumstances. Where leave is granted, Head Teachers must decide the number of school days a child can be away from school.

If you wish to make an application for your child to have term time leave of absence, you must complete an application form, which can be requested from school. The application form asks you to outline the reasons why you feel your application for leave of absence during term time should be regarded as 'exceptional.' Following the submission of your application, you will be notified as soon as possible of the school's decision.

Parents / carers should be aware that if you take leave of absence during term time without making a prior application to the school, or if you make an application but your requested leave of absence is not authorised and still take the child out of school, the absence will be recorded as unauthorised. Similarly, if you keep your child away from school for longer than agreed / authorised, the excess absence will be recorded as unauthorised.

Unauthorised absences on your child's attendance record may mean that you are liable to incur a Fixed Penalty Notice (fine) or could face prosecution. A fine will be issued to *each person with parental responsibility* for the child / children who is deemed liable for the offence / offences. A leaflet, produced by Durham County Council explains the circumstances where enforcement action may be taken more fully, and this is available from Reception on request.

Yours sincerely,

Mr Michael Wright
Head Teacher

**Pupil Details**

Name:		DoB:	
Address & Postcode:		Class/ Form	

Parent details

Full Name:		DoB:	
Address & Postcode:		Contact Number:	
		Relationship to pupil:	

Parent details

Full Name:		DoB:	
Address & Postcode:		Contact Number:	
		Relationship to pupil:	

Siblings

Name:		School:	
Name:		School:	

Leave of Absence Request Details

Start date of requested leave:		End date:	
Return to school date:		No. of days:	

What are the exceptional circumstances for your leave of absence request that you wish the Headteacher to consider?

Name of parent / carer (print):			
Signature:		Date:	
Name of parent / carer (print):			
Signature:		Date:	

For School Use			
Current attendance %:			
Previous LOA? :			
Is the LOA approved?	YES	NO	
If YES - Number of days to be authorised for this LOA application:			
Signature of Head Teacher:		Date:	
*Register Code to be used for this LOA:			

Fixed Penalty Notices for irregular attendance at school

Important information for parents

1. Overview

Penalty notices are issued as an alternative to prosecution where parents have failed to ensure their child attends school regularly. They can be used in cases where absence has not been authorised by the Head Teacher. A Penalty Notice can be issued when support has not been engaged with or when support is not appropriate, for example, leave of absence during term time.

2. Leave

Head Teachers are unable to grant leave of absence during term time unless there are **exceptional circumstances**. Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation **would not** constitute an exceptional circumstance.

3. Absence

A Fixed Penalty Notice may be issued if there are **5 days (10 sessions)** of absence in a period **of 10 school weeks**, where absence has not been authorised. A notice may be issued where the threshold (5 days / 10 sessions) has not been reached, for example if there are several periods of leave.

4. Amount

Within a 3-year period:

The first penalty notice is **£160** if paid within 28 days, reduced to **£80** if paid within 21 days.

A second penalty notice is **£160** to be paid within 28 days.

A third penalty notice cannot be issued, and **legal action** may result.
(prosecution)