



**ASTLEY COMMUNITY HIGH SCHOOL & WHYTRIG MIDDLE
REQUEST FOR LEAVE OF ABSENCE - DURING TERM TIME**

Education (Pupil Registration) (England) Regulations 2006

Education (Pupil Registration) (England) (Amendment) Regulations 2013

The 2013 amendments to the 2006 regulations explain clearly that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head Teachers should also determine the number of school days a child can be away from school if leave is granted.

Name of Pupil			
Date of Birth		Tutor/Year Group	
Parent/Carer Names	<i>Please name both parents/carers (including step-parents) applying for leave of absence</i>		
Address			
Contact Numbers			
Name(s) of Sibling(s)*			
School(s) Sibling(s) Attend*			

*Note: We may contact the sibling's school to discuss this application

I request permission for my child to be granted leave of absence between:

First Day of Absence	
Last Day of Absence	
Total School Days Absent	

Please fully explain the **exceptional circumstances** relating to the leave of absence you would like the Head Teacher to consider. (Continue on a separate sheet if necessary). Any documentation supporting exceptional circumstances **MUST** be provided at the time of application

Declaration

I have read and understood the information below regarding leave of absence during term time, unauthorised absence and Penalty Notices and prosecution. I am aware of the possible consequences should I take my child on leave of absence without prior authorisation of the Head Teacher.

Please name both parents/carers (including step-parents) applying for leave of absence

Name of Parent (1)	
Date of Birth	
Address	

Name of Parent (2)	
Date of Birth	
Address	

Signature (Parent/Carer 1) _____

Date _____

Signature (Parent/Carer 2) _____

Date _____

IMPORTANT INFORMATION FOR PARENTS/CARERS

The Education Act (1996) requires parents to ensure their child attends school regularly. There is no automatic right to take your child out of school during term time. The Law does however allow Head Teachers to consider individual requests to authorise a Leave of Absence in **exceptional circumstance(s)**.

The Head Teacher must be satisfied that there are exceptional circumstances to justify an authorised absence. It is the parents' responsibility when submitting the request to provide all the information and evidence to prove exceptional circumstances.

The request for authorised Leave of Absence must be made at least two weeks in advance and the Head Teacher may invite the parent/carer(s) into school to discuss the request before a decision is made.

If the Head Teacher authorises the Leave of Absence it is expected that the child's attendance will be of a satisfactory level both prior and after the date covered by the request.

If the Head Teacher refuses Leave of Absence and the absence is recorded as unauthorised, the Head Teacher may refer the matter to the Local Authority requesting that a Penalty Notice be issued.

For a first offence, the Penalty Notice will be £80 per parent per child if paid within 21 days rising to £160 if paid after the 21 days - it must be paid within 28 days.

For a second offence, the amount is £160 per parent per child to be paid within 28 days.

Please note that a third penalty notice **cannot** be issued to the same parent for the same child within three years of the date of issue of the first. Prosecution / other interventions will be considered (you should also be aware that a penalty notice can be issued individually to each parent in respect of a child) failure to pay may result in prosecution before your local Magistrates Court.

Research suggests that children who are absent from School may never catch up on the learning they have missed, which may ultimately affect exam and test results. As a parent/carer, you can demonstrate your commitment to your child's education by not allowing your child to miss school for anything other than an exceptional and unavoidable reason.