



Leave of Absence Notification Form For Absence During Term Time

Child's Name: _____ Class: _____

Child's Name: _____ Class: _____

Home Address: _____

My child will be absent from school from: _____
(First day of absence from school)

and will return to school on: _____
(Date back in school)

Total number of school days missed: _____

Destination if travelling: _____
(Flight/Ferry Tickets **MUST** be presented with this request form)

Please fully explain the exceptional circumstances that you would like the school to consider. This section must be completed.

I confirm I have read the information on the reverse and understand that this leave will be unauthorised. Please note: Penalty Notices may be issued when there has been 10 sessions of unauthorised absence (equivalent of 5 days consecutive or otherwise) over two consecutive half terms.

Please follow the link for more information:

<https://www.bolton.gov.uk/downloads/file/163/penalty-notice>.

Name of Parent/Carer Making the Notification: _____

Signed: _____ Date: _____

This Notification of Absence during term time should be submitted to the Headteacher at least 4 weeks before the period of absence.

Office Use Only

Unauthorised Authorised Code

Signed: _____ Date: _____

Holiday Absence in Term Time

Amendments have been made to the 2006 regulations in the Education (Pupil Registration) (England) (Amendment) Regulations 2013. These amendments, as described below, will come into force on 1st September 2013.

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

At Walmsley CE Primary School, the Governors acknowledge that 'exceptional' circumstances do not occur regularly, by definition. The following circumstances would generally not be considered as 'exceptional':

- Relatives coming to visit
- Cheaper holidays in England and abroad
- Family day trips
- Visiting family/friends who have different half terms or holidays
- Shopping
- Birthday treats

An unauthorised absence is:

- Any absence from school that the school has not permitted or cannot give permission for
- Persistent late arrival at school

In these circumstances a formal letter of warning will be issued advising parents that a Penalty Notice may be issued. This warning letter will also include details of the child's absences. This is an opportunity for the parents to work with the school to improve the child's attendance and avoid the need to issue a Penalty Notice. If there is no improvement then a Penalty Notice will be issued.

A Penalty Notice will be issued without warning for the deliberate taking of holidays in term time without/against school permission where it can clearly be demonstrated that the parent understood that permission would not have been granted and where this has created a period of unauthorised absence of at least 10 days in the past two half terms.

Amendments have been made to the 2007 Regulations in the Education (Penalty Notices) (England) (Amendment) Regulations 2013. These amendments, as described below, will come into force on 1st September 2013.

Amendments to 2007 regulations will reduce the timescales for paying a penalty notice. Parents must, from 1st September 2013, pay £60 if you pay within 21 days or £120 if you pay after this but within 28 days – per parent, per child. This brings attendance penalty notices into line with other types of penalty notices and allows local authorities to act faster on prosecutions.

Parents do not have a legal right to take children out of school on holiday.

Each application will be considered individually by school and all the factors taken into account. The child's overall attendance and punctuality record will also be examined as part of the decision process. Staff will not provide work for children to do during term time holiday absences. Requests for absence (even in exceptional circumstances) in the period leading up to or the week of any formal tests (SATs) will automatically be refused. Any absence in Year 6 will also be automatically refused.