

Name of School: **The Norman CE Primary School**

APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Please note: taking your child out of school during term time could be detrimental to your child's educational progress

Please read important information overleaf regarding amendments affecting leave of absence

Full name of child(ren)

Address

Leave requested from _____ to _____ 20__

Total number of school days _____

Reason for application:

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

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

Date: _____

The Headteacher will consider your request for leave of absence following government guidelines and the following points

1. The child's previous attendance history
2. The child's stage of education.
3. The time of year (SATS or exams).
4. Whether the parents are restricted in terms of leave from their employer.

Your request for leave of absence from school during term time has been considered and has been agreed/not agreed.

Signature of Headteacher _____

Please note: Retain the original signed and completed forms in school records and ensure a copy is returned to the parent/carers of the student to confirm authorisation.

Currently your child's attendance is with this absence it will be

Please check the table overleaf to see how this level of attendance is viewed.

Office use – Child's file / Absence folder / Parent copy

Family Holidays & Extended Trips Abroad during Term Time

You are required under the Education Act (1996) to ensure your child attends school regularly. Under amendments to the 2006 Regulations in Education (Pupil Registration)(England) in force from 1 September 2013, 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.

Before completing this application we would advise that you consider very seriously how the absences will affect your child's education. National statistics show 10 days absence in any academic year does have a negative effect on attainment. Schools are not obliged to provide work for students taking leave of absence, however some schools may chose to do this.

The government advises that any excessive family holiday or any refusal of leave of absence must be recorded as unauthorised by the school on the student's records. As you may be aware an accumulation of unauthorised absences may result in legal proceedings against you either through a Fixed Penalty Notice or the Magistrates' Court.

**Discuss with the school any absence request prior to making a booking.
It is the parent/carers responsibility to ensure you receive confirmation from the school before the trip is taken. Do not assume permission is granted if you have not received written confirmation.**

Fixed Penalty Notices

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/carer 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 and whether the issuing of a Penalty Notice would be appropriate. 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.

Amendments to the Education (Penalty Notices, England Regulations 2007) come into force from 1 September 2013. The amendments reduce the timescales for paying a Penalty Notice. From 1 September 2013 parents must pay £60 within 21 days or £120 within 28 days. Failure to pay usually results in prosecution in the Magistrates' Court.

*(Academic year =school year from September to July)

Days off school add up to lost learning!		
100% attendance	0 weeks of learning missed	Best chance of success. Well Done!
95% attendance	1 week & 4 days of learning missed	
90% attendance	3 weeks & 4 days of learning missed	Poor attendance. I'm worried!
85% attendance	5 weeks & 3 days of learning missed	Very poor attendance. I'm seriously concerned & need to contact attendance
80% attendance	7 weeks & 3 days of learning missed	
75% attendance	9 weeks & 1 day of learning missed	