



APPLICATION FOR LEAVE OF ABSENCE FOR A SCHOOL PUPIL IN TERM TIME IN EXCEPTIONAL CIRCUMSTANCES ONLY

Important Information for Parents / Carers

- The Education (Pupil Registration) (England) Regulations as amended by Education (Pupil Registration) (England) Regulations 2013 no longer permit Head Teachers to authorise leave for holidays.
- Head Teachers may grant Leave of Absence in exceptional circumstances.
- If the exceptional circumstances are agreed, the Head Teacher will determine the length of the absence authorised.
- Requests for Leave of Absence should be made before any arrangements confirmed or money committed.
- 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.
- This form **MUST** be completed by the parent(s) / resident parent/carer(s) before requests will be considered.
- Please complete a Leave of Absence Form for each child.

Please note: Parents / Carers do not have any entitlement to take their child on holiday during school time.

I wish to apply for Leave of Absence from school to be granted to:

Name of child.....Class.....

Date of Proposed Absence: From (first day of absence).....to (last day of absence).....

Reason for Proposed Absence - please provide reasons to support the application including evidence (this can only be exceptional circumstances) - see overleaf before completing

.....
.....
.....

Total days requested.....

For siblings not at Benwick School - I have also applied toSchool / Academy for leave of absence for(name/s of siblings).....

Signature of Parent / Carer date.....

Please print your name clearly.....

FOR SCHOOL OFFICE USE ONLY

Previous Leave checked Y / N

Child's name..... % Attendance % for last 20 weeks.....

Child's name..... % Attendance % for last 20 weeks.....

Child's name..... % Attendance % for last 20 weeks.....

Headteacher consulted: Y / N Consistent with school policy / regulations: Y / N

Date of Proposed Absence: From (first day of absence).....to (last day of absence).....

Authorised: Y / N Head Teacher Date:.....

APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

As a parent or carer you are strongly urged to avoid leave of absence from school during term time. Should this be absolutely unavoidable then you should fill in this form overleaf and return it to the school office prior to the absence.

The government implemented new legislation that came into effect from September 2013 which means that Schools may only authorise leave of absence in **exceptional** circumstances. A parent or carer does not have any right to leave of absence during term time and if your request is refused the absence will be recorded as unauthorised. This could result in legal action being taken or a Penalty Notice being issued by the local authority.

A Penalty Notice involves a fine of £60, per child, per parent / carer if paid within 21 days, rising to £120, per child, per parent / carer if paid within 28 days. Should a parent or carer on whom a notice is served fails to pay the full amount of the fine within the specified time he / she will be liable to prosecution in a Magistrates Court where on conviction a sentence of a fine of up to £2,500 or up to three months in prison may be imposed. Penalty Notices may only be served in accordance with the terms of the County Council's local Code of Conduct, a copy of which is retained by the school.

Should leave of absence be taken after permission has been withheld then this will be recorded as unauthorised absence. This will appear both in the school register and in your child's report. Persistent unauthorised absence may result in the involvement of the Education Welfare office and possible legal proceedings.