



## REQUEST FOR PUPIL LEAVE OF ABSENCE DURING TERM TIME

### Notice to Parents/Carers

Dear Parents/Carers,

The Department for Education has amended the regulations and guidance in relation to absences in term-time. There is no automatic right to take your child out of school during term-time, and the school will not authorise holiday requests.

From 1<sup>st</sup> September 2013, the Department for Education will only allow a School Principal to grant a leave of absence if there is **exceptional circumstances**. In determining whether or not an absence in such circumstances can be authorised, it is for the School Principal to determine the number of days a child can be away from school *if* the leave is granted.

If you consider that your request falls into this category you will need to complete the form on the reverse of this notification. A response will be sent to you as soon as possible. If the absence requested is not considered to be exceptional circumstances, and you nevertheless take your child out of school, the absence will be recorded as unauthorised in line with the Local Authority guidance.

**Therefore, in the case of an unauthorised absence the Education Support, Behaviour & Attendance Service will be notified and a Penalty Notice will be issued. Please note that Penalty Notices are issued to each parent for each child taken out of school. A Penalty Notice is a fine of £60 which increases to £120 if not paid within the first 21 days. If the Penalty notice remains unpaid this will result in further legal intervention.**

**All absence requests must be completed on the form overleaf, letters will not be accepted. This should be returned to the school a minimum of 14 days before the start of the absence.**

Any absence from school will disrupt you child's learning. You may consider some absences to be educational but you child will still miss out on the teaching that their classmates will receive. Children returning from an absence are unprepared for the lessons which build on the teaching they have missed. Teachers then have to give more time to help individual children catch up on missed work. This poses a potential risk of the under achievement of other students in the class. This is something we *all* have a responsibility to avoid.

I hope you will support our efforts to raise attendance and attainment at our school.

Yours Sincerely,

Linda Rice

Principal  
Knowsley Lane Primary School



**APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME**

If, after reading the letter on the reverse, you consider you have exceptional circumstances to request a leave of absence during term time, please complete this form and return to the school at least 14 days before the date you wish to remove you child from school.

Pupil Name: ..... Class: .....

Home Address: .....

.....

First day of absence: ..... Date of return to school: .....

Total number of school days missed: .....

Exceptional circumstances are as follows:

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

**I understand that if the request is unauthorised the Educational Support, Behaviour & Attendance Service will be notified of the absence taken and a Penalty Notice will be issued. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £60 which increases to £120 if not paid within the first 21 days. I understand that if I do not pay this will result in legal action.**

Name of Parent/ Carer making the application:  
.....

Signed: ..... Dated: .....

(Please ensure you have given at least 14 day's notice of the proposed absence)

Pupil Name: ..... Class: .....

**Authorised:** Your request has been authorised for the following dates: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

**Unauthorised:** Your request has been unauthorised for the following dates: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

**If unauthorised it has not been considered that the circumstances you describe are exceptional. If you proceed to take your child out of school a Penalty Notice will be issued.**

Signed: ..... Principal

Date: \_\_\_/\_\_\_/\_\_\_

