

Request for Leave of Absence during Term Time

Dear Parents/Carers

The law does not grant parents an automatic right to take their child out of school during term time. The Department for Education allows a Principal the discretion to consider authorising a leave of absence in term time only in 'exceptional circumstances'.

Any absences from school will disrupt your child's learning. You may consider that a holiday will be educational but your child will still miss out on the teaching that their peers will receive whilst your child is away. Children returning from a leave of absence during term time are also unprepared for the lessons which build on the teaching they have missed.

If you consider that your request for a leave of absence is 'exceptional' you will need to complete the attached form. If the absence is not considered to be an exceptional circumstance and you nevertheless take your child out of school, this will be recorded as an unauthorised absence.

In the case of an unauthorised leave of absence the Education Welfare Service may be notified of the holiday taken and a Penalty Notice may be issued. Please note that such a Penalty is issued to each parent for each child taken out of school. A Penalty Notice is a fine of £60 if paid within the first 21 days which increases to £120 if paid between 21 and 28 days. Thereafter, if the Penalty remains unpaid this may lead to prosecution through the Magistrates' Court.

All leave of absence requests must be completed on this form, letters will not be accepted. This should be returned to the school at least 7 days before the start of the holiday. All requests must be made prior to the leave being taken. Leave cannot be authorised retrospectively.

In considering the decision whether to authorise, the following will be taken into account:-

- The specific reasons for the application
- Your child's attendance record (Willows Academy target for each child is 96%)

Please note the following are not valid reasons:-

- That a holiday is booked by someone else i.e. other family member
- That a holiday has been won as a prize
- Term dates were not known – term dates are available on the school website www.willowsacademy.org.uk, NELC website or from the school office.

If you have any queries, or wish to discuss your request, please make an appointment to meet with me.

Yours sincerely

R. Beckett
Associate Executive Principal

Willows Academy
Request for Leave of Absence during Term Time

Pupil(s) Name

Date of first day of absenceam or pm Date of return to schoolam or pm

Number of school days that your child will be absent from school

If a pupil fails to return within 10 school days following the anticipated date of return and no reason is provided, there may be grounds (under some circumstances) to delete your child's name from the Admissions Register and register them as a Child Missing in Education.

Please detail the exceptional circumstances for which you are requesting leave of absence (attach any supporting evidence e.g. an official letter from an employer)

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I understand that if the absence request is unauthorised the Education Welfare Officer may be notified of the holiday taken and a Penalty Notice may be Issued. I understand that a Penalty is issued to each parent for each child taken out of school. This is a fine of £60 if paid within the first 21 days which increases to £120 if paid between 21 and 28 days. I understand that if I do not pay this it may result in legal action.

Name(s) of Parent/Carer(s) making application (include both parent/carer(s) where applicable)

Mr/Mrs/Ms Forename..... Surname DOB:.....

Mr/Mrs/Ms Forename..... Surname DOB:.....

Signed Date.....

Please ensure you are giving at least 7 days' notice of the proposed absence, **retrospective applications cannot be authorised.**

Office Use Only

Current attendance..... Details of any previous holiday requests.....

AUTHORISED UNAUTHORISED

Reason.....

Penalty notice to be requested YES NO

Signed..... (Principal) Date.....

Office: Sims File