ADLINGTON PRIMARY SCHOOL

REQUEST FOR LEAVE OF ABSENCE IN TERM TIME

This form should be completed and signed by the adult having parental responsibility for the child. It should be returned to the Head Teacher BEFORE the commencement of the period of absence and BEFORE making any bookings regarding the absence.

The 2013 regulation amendments make clear that head teachers may not grant any leave of absence (holiday) during term time unless there are exceptional circumstances. The amendments give parents no entitlement to take their child out of school for a holiday in term time. The Head Teacher and the Governing Body will determine what the exceptional circumstances are.

PLEASE NOTE:

- In line with DFE policy, the school`s position is that leave of absence in term time will only be authorised in exceptional circumstances such as attendance at family weddings (immediate family), funerals, educational examinations or participation in religious observance and only then if attendance is over 90%. Availability of cheap holidays and overlap with the beginning or end of a term **will not** be accepted as exceptional circumstances.
- Parents should be aware that periods of unauthorised absence may lead to a fixed penalty notice being issued by the Educational Welfare Service.

All holiday dates have been circulated via School Gateway, and are available on the school website www.adlington.cheshire.sch.uk

FOR COMPLETION BY PARENT/CARER

To: Mrs S.Swinson, Head Teacher

I request leave of absence for ……, Year ……
(Please print name of pupil)

From : ……day …… date ……. month

To: ……..day …….. Date …… month

Number of days absent: …… (Please give first and last days of absence)

The exceptional circumstances for this request are

…..……

……

……..……

Signed …… (Parent/Guardian) Date: ……

It is important to have read and understood the school`s policy on attendance.

TAKING YOUR CHILD OUT OF SCHOOL WITHOUT THE SCHOOL`S AUTHORISATION MAY RESULT IN THE SCHOOL REQUESTING THE LOCAL AUTHORITY TO ISSUE A FIXED PENALTY NOTICE TO EACH PARENT/CARER FOR EACH CHILD.

Penalties for unauthorised absence

First Offence

The first time a Penalty Notice is issued for term time leave or irregular school attendance the fine will be charged at:

£160 per parent, per child if paid within 28 days of the issue, reducing to £80 per parent, per child if paid within 21 days.

(Unpaid penalty notices may result in a parental prosecution)

Second Offence

Where it is deemed appropriate to issue a second penalty notice to the same parent for the same pupil within 3 years of the first penalty notice, for either term time leave or irregular attendance the second penalty notice will be charged at:

£160 if paid within 28 days. (Unpaid penalty notices may result in a parental prosecution)

Third Offence

On the third time that an offence is committed within 3 years of the first penalty notice for either a term time leave or irregular attendance a penalty notice will not be issued. The case may proceed to Parental Prosecution under the Single Justice Procedure. If found guilty of the offence of 'Failure to send a child to school' the Magistrates can impose a fine up to £1000 or legal proceedings under Section444(1a) can include a fine of up to £2500.

For completion by School:-

☐ Authorised ☐ Unauthorised

Reason leave of absence has been declined

…..……

……

……..……

If you take your child out of school, this will appear as an unauthorised absence on their school record. However, the school will note the absence has been explained by a parent and it will not be recorded as a truancy from school.

Signed …… Date: …….

Mrs S.Swinson, Head Teacher