

LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Headteachers have the discretion to grant leave, but they should only do so in **exceptional circumstances**. If a headteacher grants a leave request, it will be for them to determine the length of time that the child can be away from school. This leave is unlikely, however, to be granted for the purposes of a family holiday. Parents can be fined for taking their child on holiday during term time without consent from the school.

LEAVE IN EXCEPTIONAL CIRCUMSTANCES:

- Time to spend with close family members who are serving in the Armed Force and are on leave
- Bereavement
- Significant family celebration
- Religious observance
- Where inflexibility of the parents' leave is part of their employer's policy (evidence or confirmation from the employer would be required)
- Absence is recommended as part of parents' or child's rehabilitation from medical or emotional problems (evidence would be required)
- When a family needs to spend time together to support each other or after a crisis
- A one-off occasion that can only take place at the time requested

Taking a holiday during term time means that children miss important school time – both educationally and for other school activities. Before completing this application parents/carers are asked to consider the effect on their child's continuity of education. Please ensure that your application fits one of the above criteria before applying and that you attach sufficient supporting documentary evidence if required/requested.

The 2007 regulations set out the procedures for issuing penalty notices (fines) to each parent who fails to ensure their children's regular attendance at school or fails to ensure that their excluded child is not in a public place during the first five days of exclusion. Parents must pay £60 within 21 days or £120 within 28 days. This brings attendance penalty notices into line with other types of penalty notices and allows local authorities to act faster on prosecutions.

Please ensure you have read and understand the new regulations (**The Education (Pupil Registration) (England) Amendment Regulations 2013** and **The Education (Penalty Notices) (England) (Amendment) Regulations 2013**) which can be found at www.education.gov.uk before applying to take your child out of school during term time.



High Coniscliffe CE Primary School
Ulnaby Lane, High Coniscliffe,
County Durham DL2 2LL

Tel: 01325 374412



APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Name of child/children Class(s)

Date of first day of absence from school

Date of return to school Total number of days requested

Reason for application (your application must fit one of the following criteria):

- Time to spend with close family members who are serving in the Armed Force and are on leave
- Bereavement
- Significant family celebration
- Religious observance
- Where inflexibility of the parents' leave is part of their employer's policy (evidence or confirmation from the employer would be required)
- Absence is recommended as part of parents' or child's rehabilitation from medical or emotional problems. (evidence would be required)
- When a family needs to spend time together to support each other or after a crisis
- A one-off occasion that can only take place at the time requested (details below required)

Please provide further details regarding this request:

I certify that I have read and understood the new regulations (**The Education (Pupil Registration) (England) Amendment Regulations 2013** and **The Education (Penalty Notices) (England) (Amendment) Regulations 2013**).

Signed _____ Date _____

Please return this form to the office





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For office use

1. APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Name of child/children Class(s)

Date of first day of absence from school

Date of return to school Total number of days requested

Decision			
Granted <i>The absence will be recorded as authorised</i>		Not granted <i>The absence will be recorded as unauthorised and may be referred to the Local Authority for a penalty notice</i>	
Absence Code (H, C, R)		Absence Code (G, N, O)	
The application does / does not fit one of the required absence criteria (additional comments below)			
Signed: Position:		Date	

