

# Woodham Ferrers Consortium of Schools (Primary)

## APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Leave of absence may only be granted by a person authorised in that behalf by the proprietor of the school. AS from 1<sup>st</sup> September 2013, the Education (Pupil Registration) (England) (Amendment) Regulations 2013, amended Regulation 7, to prohibit the proprietor of a maintained school from granting leave of absence to a pupil, except where an advance application has been made by the parent with whom the pupil normally resides, and the proprietor considers that there are exceptional circumstances relating to the application.

Taking your child out of school during term time, could be detrimental to your child's educational progress and potential attainment. A pupil who takes 10 days absence will only attain 94.7% attendance in the year. 10 days absence also means the pupil will miss 50 hours of education.

There is **no** entitlement to parents to take their child out of school during term time. However, you may apply to the school for leave of absence if you believe there are exceptional circumstances.

If the absence is not authorised and the holiday is taken, the case will be referred to the Education Welfare Service, who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent for each child taken out of school.

**Please complete one application per child.**

Name of child	
Date of birth	
Class	

Date of First Day of Absence: .....

Date of Return to School: .....

Number of school days' absence requested: .....

**Important: A letter must be attached to this request, outlining the 'exceptional circumstances' for which leave of absence is being applied.**

Signed: .....

Dated: .....

Name: .....

School/office use only:

Attendance percentage preceding 12 weeks:			
Number of sessions absence this academic year:	authorised	unauthorised	total
Attendance percentage previous academic year:			

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Dear Parent / Guardian of .....

Your application for Leave of Absence has been:

Authorised

Unauthorised because:

The law does not give any entitlement to parents to take their child out of school for the purposes of a holiday.

.....

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The expected date of return to school for your child is: .....

If your child is unable to return on this day, you are expected to contact the school as soon as possible.

If your child does not return and no contact is made with the school, a penalty notice may be issued or a prosecution made.

Signed ..... Head Teacher

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### School / office use only:

Total sessions (i.e. half days) pupil absence this year:

Total sessions of unauthorised pupil absences this year:

Attendance during the previous academic year.