



Application for Leave of Absence during Term Time

'Central to raising standards in education and ensuring all pupils can fulfill their potential is an assumption so widely understood that it is insufficiently stated – pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.'

School Attendance: Statutory guidance and departmental advice, DFE Aug 2013

We expect that all children will achieve 100% attendance but recognize that there may be exceptional or unavoidable reasons for absence or absences relating to persistent health issues.

Parent/carers** have a legal duty to ensure their children of compulsory school age receive a suitable full-time education through regular attendance at school (Section 7 Education Act 1996).

Parents/carers do not have a right or entitlement to take their child out of school for a term-time holiday. Any requests for leave of absence must be submitted 10 days prior to the leave is taken. Evidence may be requested to prove exceptional circumstances. Exceptional circumstances will be considered on an individual basis.

Penalty Notices

A penalty notice involves a fine of £80 per child, per parent/carer, increasing to £160 if not paid after 21 days. If a penalty notice remains unpaid, parents may be the subject of court proceedings for failing to ensure the regular school attendance of their child and this could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months per parent.

For second offences of unauthorised term-time leave within a three-year rolling period, the fine is a flat £160 per parent, per child. For the third offence in a three-year rolling period, the referral will be automatically considered for prosecution in relation to Section 444 Education Act 1996.

**A parent/carer is defined under Section 576 of the Education Act 1996 as: the natural parent of a child, whether they are married or not; anyone who although not a natural parent, has parental responsibility for a child; any person who has care of a child or young person ie. lives with and looks after the child (eg, partner, stepparent, sibling over the age of 18 or grandparent).

The Vine Inter-Church Primary School

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Please carefully read the following information overleaf, before completing this form.

Pupil's Name	Date of Birth	Class
Home Address		
First Date of Absence	Date of Return	No. of School Days Absent
Exceptional Reason for Absence (Please provide full details including place of visit and attached evidence to support the application)		
Name of Parent	Contact number	Email:
<p>I understand that a penalty notice may be issued if my request is not authorised, and my child is absent during this period. By signing, I confirm both parent/carers have read and understood the Guidance notes overleaf.</p> <p>Signature of Parent</p>		

For the Headteacher to complete	
Date received	
Current Attendance: %	Last Year's Attendance %
Exceptional Reason Accepted	Yes / No
Headteacher signature:	Date
If you still intend to take the leave the absence has been authorised / unauthorised	