

APPLICATION FOR LEAVE OF ABSENCE IN TERM TIME
Church of Ascension Church of England Primary School

PLEASE SEE IMPORTANT INFORMATION RELATING TO TERM TIME HOLIDAYS ON SIDE TWO

<u>Pupil(s) Details</u>		
Full Name _____	Class _____	DOB _____
Full Name _____	Class _____	DOB _____
Full Name _____	Class _____	DOB _____

<u>Parent/Carer Details One</u>	<u>Parent/Carer Details Two</u>
Full Name: _____	Full Name: _____
Relationship: _____	Relationship: _____
Address: _____ _____	Address: _____ _____

<u>Details of Absence Request</u>
From Date: _____ To Date: _____
Number of school days requested: _____
Please state the reason for absence: _____ _____
Please include flight details and/or medical evidence, if applicable, when submitting this request.
Please sign below to confirm you have read the Local Authority's guidance on term time holidays on side two .
Parent /Carer One signature: _____
Parent / Carer Two signature: _____
(Signature required from parent (s) or carer(s) who live with child or who has day-to day care of the child/children)

<u>For Office use only</u>
Leave of Absence request received by: _____ Date: _____
Attendance of Child/ren: _____% _____% _____% Number of Previous Holidays taken in Term Time: ()
Leave of Absence request: AUTHORISED () UNAUTHORISED ()
To be referred to the Local authority - YES () NO ()
Signed by Headteacher: _____ Date: _____

IMPORTANT INFORMATION

There is no automatic entitlement in law to time off in school time to go on holiday and the government made an amendment to the Education (Pupil Registration) (England) Regulations 2006 in September 2013 to reflect this.

*Therefore, it is a rule of this school that a leave of absence shall not be granted in term time unless there are **exceptional circumstances**, irrespective of the child's overall attendance. Only the headteacher (not the Local Authority) or his/her designate may authorise such a request and all applications for a leave of absence must be made in writing/on an application form provided by the school. Where a parent/carer takes a leave of absence to which the application was refused or takes a leave of absence where no application was made to the school, the issue of a penalty fine (upon a return from such leave) by the Local Authority may be requested.*

Penalty Notice Fines for School Attendance Is Changing

From August 19th 2024, the Government have introduced a new 'national framework for Penalty Notices'. The changes apply from 1st September 2024.

There are significant changes that parents need to be aware of:

- If your child has 10 sessions of unauthorised absence in a 10 school week rolling period, you may be issued with a Penalty Notice. These 10 sessions may include any unauthorised absence, including leave in term time and do not have to be consecutive.*
- Penalty Notices are increasing to £160 from September 2024. This can be reduced to £80 but only for the first Penalty Notice issued, if paid within 21 days – this reduction does not apply to any subsequent Penalty Notice.*
- Any 2nd Penalty Notice, to the same parent for the same child, issued within three years of the date of the first Penalty Notice will be charged at a flat rate of £160*
- A third Penalty Notice will not be issued within a three-year rolling period, to the same parent for the unauthorised absence of the same child, – alternative action or legal measures will be utilised for subsequent offences.*

Please note that each school day has 2 sessions (am and pm), so 10 sessions equate to 5 school days.

Unauthorised attendance codes are:

'O' unauthorised absence.

'G' unauthorised holiday in term time.

'U' unauthorised late arrival.