

St. Anne Line Catholic Junior School



APPLICATION FOR LEAVE OF ABSENCE 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 1st 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. 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 leave 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.

A penalty notice may be considered by the Local Authority if:

- There have been 10 sessions (5 consecutive days) or more of unauthorised absence;

and

- Attendance is below 90% during the preceding 12 weeks; **or**
- The leave was taken during the month of September; **or**
- The leave was taken during tests or examinations; **or**
- It is the second leave of absence taken in any one academic; **or**
- The pupil is in Year 6.

Please complete one application per child.

Name of Child	
D.O.B:	
Class:	

Date of First Day of Absence: _____ Date of Return: _____

Number of Days Requested: _____

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

Signed: _____ Name: _____ Dated: _____

School/office use only:

Class Teacher:			
Chair of Governors – Request Authorised:			
Chair of Governors – Request Unauthorised: Following due consideration, I am unable to agree to your request as the reason provided is not considered as an exceptional circumstance and therefore this will be recorded as 'Unauthorised Absence' on your child's record.			
Attendance percentage preceding 12 weeks:			
Number of sessions absence this academic year:	Auth	Unauthorised	Total
Correspondence to Parents: Date			