



APPLICATION FOR PUPIL LEAVE OF ABSENCE IN EXCEPTIONAL CIRCUMSTANCES DURING TERM TIME

This form should be completed by the parent/carer and returned to the school as far in advance as possible and at least 6 weeks before the first date of the period of leave being requested. Parents/carers must obtain the schools permission before making any arrangements for leave in exceptional circumstances, otherwise the absence will be recorded as unauthorised.

No parent/carer can demand leave of absence as of right. The Education regulations state that applications for leave must be made in advance by a parent with whom the child lives and can only be authorised by the school in exceptional circumstances. Each application is considered individually by the school.

The following are examples of the criteria for leave of absence, which may be considered as 'exceptional':

- Service personnel returning from active deployment
- Where inflexibility of the parents' leave or working arrangement is part of the organisational or company policy. This would need to be evidenced by the production or confirmation from the organisation/company
- Where leave is recommended as part of a parents' or child's rehabilitation from medical or emotional problems. Evidence must be provided.
- When a family needs to spend time together to support each other during or after a crisis

Please note: Headteachers would not be expected to class any term time holiday as exceptional

This is not an exhaustive list and Headteachers must consider the individual circumstances of each case when making a decision on this matter. Where a Headteacher feels that there may be exceptional circumstances which do not fit the criteria, they may refer to the local authority for advice. The decision of the Headteacher is final. Parents who take a child on leave in term time without the permission of the school risk being issued with a penalty notice fine for unauthorised absences.

Taking a pupil on leave during term time interrupts teaching and learning and can disrupt educational progress. Before completing this application parent/carers are asked to consider the effect on their child's continuity of education.

If your permission is granted and your child(ren) do not return to school on the agreed date, further absences will not be authorised. This means that you may be issued with a penalty notice. A penalty notice of £60 is payable within the first 21 days and rises to £120 thereafter. The Local Authority will take legal action if the penalty notice is not paid within 28 days of date of issue. Legal action may result in a fine of up to £1,000 and a criminal record for each parent.

If permission is not granted and your child(ren) do not attend school during the dates you requested the absence will be recorded as unauthorised and a request to issue you with a penalty notice will be made. A penalty notice of £60 is payable within the first 21 days and rises to £120 thereafter. The Local Authority will take legal action if the penalty notice is not paid within 28 days of date of issue. Legal action may result in a fine of up to £1,000 and a criminal record for each parent/carer.

A copy of this letter will be placed on your child(ren)'s school file.

www.bromptonschool.net



BROMPTON-ON-SWALE C.E. PRIMARY SCHOOL

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Name of pupil(s):

Class(es):

Address:

Telephone No:

I request permission for my child to be absent from school

From.....To.....Total school days.....

Exceptional circumstances for request: *(this section must be answered in full and against stated criteria)*

Signature of parent/carer.....Date.....

For school use only

Current attendance This is:- Excellent Above average Average
 Below average Poor

I have considered carefully your request for leave in term-time and on this occasion I will/will not be authorising your child(ren)'s absence for the following reason(s):-

Seen by Headteacher (signature).....Date.....

Decision reached.....

Date reply returned.....

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