

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

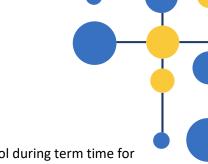
Dear Headteacher

I wish to apply for my son/daughter to b	pe allowed leave of absence f	rom school during term time.	
Name of Student(s):		Form(s):	
Date from:	Up to and includir	ng:	
Number of school days absent:			
Reason for requesting an exceptional ci	rcumstances absence (please	attach any additional documents with	
further information/evidence if necessa	iry):		
 Destination/Address during absence 	:e:		
2. Emergency contact name:	-	Telephone no:	
3. Brothers/sisters/other relatives in o			
Name of child and relation	Date of Birth	School	
 child and if the leave of absence is necessary steps to ensure that he/s misses due to this period of absence I understand that authorised absence attendance record. I also accept that if my child's attermonitored weekly. 	ospital (please tick). ring term time can have a det authorised, I will make sure tl she catches up with all the cla ce. nce is still an absence and it is ndance falls below 95%, the an	rimental effect on the education of my hat my son/daughter takes the asswork and homework that he/she counted against my child(ren)'s ttendance of my child will be	
I can confirm that all persons with parer leave of absence request and that all pe not authorised by the school a Penalty N Whitcliffe Mount may be at risk in accor leave is taken.	ersons with parental responsib Notice may be served by the L	oility understand that if the absence is Local Authority. The child's place at	
	al Authority will follow legal p	.20 per parent, per student if paid within 2 roceedings. If the case goes to court, then s regular school attendance.	
Signature of parent/carer	Name (nl	ease print):	



ATTENDANCE POLICY

SECTION 21 – LEAVE OF ABSENCE



- School strongly discourages parents/carers from removing students from school during term time for any length of time. Disadvantage through loss of school time is a serious handicap to any student at any time, but particularly so in test or examination periods where missed assessments or coursework could jeopardise chances of fulfilment of potential. Term times are for education. There are 175 days off school every year for families to spend time together, including weekends and school holidays.
- School will ensure that parents/carers are informed of the "Request for Leave of Absence" procedures in the Parents/Carers Information Booklet and as part of the Attendance Policy on the school website.
- New parents/carers are required to sign to confirm they have been made aware of and understand the school's procedures with regards to a request for leave of absence (Section 21 Attendance Policy).
- Every request for a leave of absence must be made to the Headteacher and will be considered on an
 individual basis. A 'Request for Leave of Absence' form is available from the main school office. A
 form will be sent by email to parents/carers if requested. Absence request will only be considered on
 the 'Request for Leave of Absence Form'.
- Leave of absence in term time will only be granted and recorded as authorised by the school in exceptional circumstances. Absences during term time for holidays is not considered an exceptional circumstance
- A response in writing from the Headteacher will be sent to every parent/carer requesting leave of absence in term time.
- Whitcliffe Mount will liaise with other local schools regarding a request for leave of absence where there are known siblings.
- If leave of absence for an exceptional circumstance is granted by the Headteacher, it will be recorded as authorised (Attendance Code C). Parents/Carers need to be aware that any leave of absence authorised by the school is still an absence and it is counted against the child's attendance record.
- All requests received are recorded on a database and absence information due to leave of absence requests is reported to the Governors' Wellbeing Committee.
- If a leave of absence is taken by the student which has not been authorised by the Headteacher then a Penalty Notice may be served to the parents/carers.
- Parents/carers need to be aware of the possibility of prosecution under Section 444 of the Education Act 1996 for repeat offences of unauthorised leave of absence.
- There is a possibility of losing a child's place at the school if unauthorised leave of absence is taken. If a year group is full, there is a possibility that if you request a place your child may not be readmitted to the school.

The Government states that a Penalty Notice Fine will be imposed on each parent/carer for each child's absence. If paid within 21 days the cost is £60. If paid between 21 and 28 days the fine rises to £120. If not paid within 28 days the case is referred to the magistrates' court.

If the case goes to court there is a possibility of a fine of up to £1,000 for failing to ensure your child's regular school attendance.

The Kirklees local Code of Conduct allows for the prosecution of parents/carers where unauthorised leave of absence in term time continues to be taken, despite previous penalty notices having been issued.