

## APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

Dear Headteacher

I wish to apply for my son/daughter to be allowed leave of absence from school during term time.

Name of Student(s): \_\_\_\_\_ Form(s): \_\_\_\_\_

Date from: \_\_\_\_\_ Up to and including: \_\_\_\_\_

Number of school days absent: \_\_\_\_\_

Reason for requesting an exceptional circumstances absence (please attach any additional documents with further information/evidence if necessary):

1. Destination/Address during absence: \_\_\_\_\_
2. Emergency contact name: \_\_\_\_\_ Telephone no: \_\_\_\_\_
3. Brothers/sisters/other relatives in other schools/nurseries:

Name of child and relation	Date of Birth	School

4. I have attached travel itinerary/copy of tickets (if applicable) (please tick). ☐
  5. If the request for exceptional circumstances absence is medical related, I have attached evidence of this from the doctor/hospital (please tick). ☐
- I accept that time out of school during term time can have a detrimental effect on the education of my child and if the leave of absence is authorised, I will make sure that my son/daughter takes the necessary steps to ensure that he/she catches up with all the classwork and homework that he/she misses due to this period of absence.
  - I understand that authorised absence is still an absence and it is counted against my child(ren)'s attendance record.
  - I also accept that if my child's attendance falls below 95%, the attendance of my child will be monitored weekly.

I can confirm that all persons with parental responsibility for the children named above are aware of this leave of absence request and that all persons with parental responsibility understand that if the absence is not authorised by the school a Penalty Notice may be served by the Local Authority. The child's place at Whitcliffe Mount may be at risk in accordance with Kirklees Local Authority Policy if unauthorised extended leave is taken.

**Penalty Notice = £60 per parent per student if paid within 21 days; £120 per parent, per student if paid within 28 days. If unpaid within 28 days, the Local Authority will follow legal proceedings. If the case goes to court, there is a possibility of a fine of up to £1,000 for failing to ensure my child's regular school attendance.**

Signature of parent/carer: \_\_\_\_\_ Name (please 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.