



APPLICATION FOR UNAVOIDABLE LEAVE OF ABSENCE

Under current regulations, *The Education (Pupil Registration England) Regulations 2006*, a school "may **not** grant any leave of absence during term time unless there are exceptional circumstances". No family holidays will be authorised during term time. However, the Headteacher has the authority to grant a leave of absence due to exceptional circumstance. Leave of absence must be applied for and the decision to authorise or unauthorise an application will be considered on its individual merits. Please complete the form on the other side if you require a leave of absence.

The Education Act (1996) requires parents to ensure their child attends school regularly. There is no automatic right to take your child out of school during term time. The Law does, however, allow Head Teachers to consider individual requests to authorise a Leave of Absence in Exceptional Circumstance(s).

The Head Teacher must be satisfied that there are exceptional circumstances to justify an authorised absence. It is the parent's responsibility when submitting the request to provide all the information and evidence to prove exceptional circumstances.

The request for authorised Leave of Absence must be made at least two weeks in advance and the Head Teacher may invite the parent/carer(s) into school to discuss the request before a decision is made.

If the Head Teacher authorises the Leave of Absence it is expected that the child's attendance will be of a satisfactory level both prior to and after the date covered by the request.

We are required to inform you that if the Head Teacher refuses Leave of Absence and the absence is recorded as unauthorised, the Head Teacher may refer the matter to the Local Authority requesting that a Penalty Notice be issued.

From 19th August 2024 new changes include:

- *There will be a new "National Framework" which introduces consistency in the use of Penalty Notices across England by introducing a new national threshold at which they are considered. This will be met when a pupil has been recorded as absent for 10 sessions (5 school days) within a rolling period of 10 school weeks*
- *The National Framework also introduces a new national limit of 2 Penalty Notices within a 3-year rolling period.*
- *Penalty Notices can be requested by schools and academies and will be issued by the Local Authority to the parents/carers of statutory school age children, per parent, per child as appropriate.*

- For a first offence, the Penalty Notice will be £80 per parent per child if paid within 21 days rising to £160 if paid after the 21 days - it must be paid within 28 days.
- For a second offence, the amount is £160 per parent per child to be paid within 28 days.

Please note that a third penalty notice **cannot** be issued to the same parent for the same child within three years of the date of issue of the first. Prosecution / other interventions will be considered.

Should a Penalty Notice remain unpaid and it is not withdrawn then a prosecution for the substantive offence of failing to secure the regular attendance of a child of compulsory school age at school will be considered.

Research suggests that children who are absent from School may never catch up on the learning they have missed, which may ultimately affect exam and test results. As a parent/carer, you can demonstrate your commitment to your child's education by not allowing your child to miss school for anything other than an exceptional and unavoidable reason.

I (the undersigned) as parent or guardian of:

NAME OF CHILD _____ CLASS _____
 ADDRESS _____

Request that s/he be granted leave of absence from school (give dates) from

(First day of absence) _____ to _____ (Last day of absence)

PLEASE GIVE A PARTICULAR REASON FOR UNAVOIDABLE ABSENCE

Date _____ Signature of parent/guardian _____