



# SUNDON PARK JUNIOR SCHOOL

## Request for leave of absence from school during term time

*This should be completed before booking any travel arrangements*

### To be completed by the Parent/Guardian

Pupil's Name \_\_\_\_\_ Tutor Group \_\_\_\_\_

Address \_\_\_\_\_

Ethnicity \_\_\_\_\_ Date of birth \_\_\_\_\_

Date of absence request From \_\_\_\_\_ / \_\_\_\_\_ /201\_\_\_\_\_ To \_\_\_\_\_ / \_\_\_\_\_ /201\_\_\_\_\_

Reason for application \_\_\_\_\_

#### 1<sup>st</sup> Parent/Guardian details

First name \_\_\_\_\_

Surname \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Date of application \_\_\_\_\_ / \_\_\_\_\_ /201\_\_\_\_\_

#### 2<sup>nd</sup> Parent/Guardian details

First name \_\_\_\_\_

Surname \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

### ***I have read the leave of absence information overleaf***

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

#### ***School response***

If the child has had previous term time leave, please state dates and number of days taken

***Leave agreed/Not agreed (delete)*** Date form returned to parents \_\_\_\_\_

Reasons \_\_\_\_\_

#### ***If leave is to be authorised, the following must be completed***

Travelling abroad? Yes/No Country \_\_\_\_\_ Return date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Proof of return date (*tickets/e mail etc*) \_\_\_\_\_

*Please see overleaf for further information regarding the policy on leave of absence from school*

## Leave of Absence

The Education (Pupil Registration) Regulations 2006 have been amended and come into force from 1<sup>st</sup> September 2013. **Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances.**

Requests for leave of absence should not normally be granted for the purposes of a holiday. The law does not give any entitlement to parents to take their child on holiday during term time. Head Teachers have the discretion to authorise leave of absence in **exceptional** circumstances and it is only for the Head Teacher to determine what is truly exceptional. School days are precious; children only attend school 190 out of 365 days. There are 175 days a year which parents can use for any activities other than school.

### Applications for Leave of absence

Requests must be made in advance or the leave cannot be authorised. All requests should normally be made at least two weeks in advance to the Head Teacher by completing the school application form. A parent/adult with whom the child resides with must make the application even though the pupil may not be taking the proposed leave with them. The form must be fully completed and you will receive a written response confirming if the request will be authorised or not. **If you are travelling abroad you will need to supply us with confirmation of your booking including date booked and return flight tickets, such as bringing a copy of the flight tickets into the school reception for us to copy.**

### Unauthorised Absence

If you take your child out of school without the school's prior authorisation the absence will be recorded as unauthorised (which is illegal) and noted in your child's school records. Leave of absence can only be authorised by the Head Teacher.

**Where a parent/carer has taken their child on leave of absence during term time for 5 consecutive school days or more, without the Head Teacher's authorisation, you could receive a Penalty Notice. In these circumstances a warning will not be given.** Penalty Notices are per parent, per child as appropriate, so if there are 2 parents both will need to pay the fine for each child. Penalty Notices will need to be paid within 21 days at £60 or £120 within 28 days, part payments are not accepted. There is no appeal process for a penalty notice. Unpaid Penalty Notices, result in prosecution for the absence in the magistrate's court. Please note all adults with care of the child are usually liable. Penalty Notices are an alternative to prosecution for failing to ensure a child's regular attendance and will only be used once per pupil in an academic year before prosecution takes place.

### Failure to return to school on the date expected

If there is a reason which delays the pupil in returning to school the parent/guardian must inform the school immediately. The school will require evidence of this issue and will then decide whether the absence will be authorised. For any travel arrangements outside of the UK we require proof of return flights, prior to the leave being taken - this may protect you from receiving unauthorised absence for your child and a fine if they are unable to return on the date expected.

Each case will be assessed individually and medical evidence from abroad is not routinely accepted. Please note prolonged unauthorised absence from school can also result in your child's name being removed from the school roll and on return you would need to re-apply for another school place.