



NEW ROAD PRIMARY SCHOOL

Application for Leave of Absence from School During Term Time

School Section – Please read this following information carefully

As a parent or carer you are strongly urged to avoid leave of absence from school during term time. Should this be absolutely unavoidable then you should fill in this form and return it to the school prior to the absence.

The Government implemented new legislation that came into effect from September 2013 which means that schools may only authorise leave of absence in **exceptional circumstances**. A parent/carer does not have any right to leave of absence during term time and if your request is refused the absence will be recorded as unauthorised. If you should choose to take your child/ren away from school when leave of absence has not been authorised, this could result in legal action being taken or a Penalty Notice being issued by the Local Authority.

A Penalty Notice involves a fine of £60.00 per child, per parent/carer if paid within 21 days, rising to £120.00 per child, per parent/carer if paid within 28 days. Should a parent/carer on whom a notice is served fails to pay the full amount of the fine within the specified time he/she will be liable to prosecution in a Magistrates Court where on conviction a sentence or a fine of up to £2500.00 or up to 3 months in prison may be imposed.

Penalty Notices may only be served in accordance with the terms of the County Council’s local Code of Conduct, a copy of which is retained by the school.

Should leave of absence be taken after permission has been withheld then this will be recorded as an unauthorised absence. This will appear both in the school register and in your child’s report. Persistent unauthorised absence may result in the involvement of the Educational Welfare Office and possible legal proceedings.

Parents Section

I request that leave of absence is granted for :

1ST Child’s Name:.....Class:.....

2nd Child’s Name:Class:.....

Names of any other siblings and school they attend:

.....
.....

(First date of absence) to (Last date of absence)

Please explain the exceptional circumstances that require a leave of absence during term time:

.....
.....
.....

Parent/Carer Signature..... Date

Office Section

Number of previous applications granted this academic year

Authorised

Unauthorised

Headteacher Signature Date

Notes

School Record Entry (SIMs)Date.....

ATTENDANCE MATTERS

If pupils aren't in school, they can't learn.

High rates of absence are associated with low academic achievement and increased chances of being drawn into crime and anti-social behaviour.

Survey of 30,000 16 year olds showed that persistent truants are less likely to be successful in their GCSEs (Youth Cohort Student 2002 DES)

What you can do to help?

- ✓ make sure your child attends regularly and punctually
- ✓ contacting the school with the reasons for absence
- ✓ contact the school if your child is unwilling to attend school. The school can usually resolve most difficulties
- ✓ avoid taking holidays during term time

What your child will miss?

- A significant and disproportionate amount of teacher's time is taken from the class while they work with pupils who have missed important steps.
- In addition, those in the same workgroups as absent pupils will invariably have their learning held up
- Work missed cannot be covered again by the teacher
- Links that are missed will affect future learning and may lead to confusion.



There are 190 school days in the year, leaving 175 other days for holidays, family events etc.

95% attendance means that your child has missed two weeks of their schooling

90% attendance means they have missed 19 days – nearly four weeks.

85% attendance means they have missed nearly six weeks – that's almost half a term.