

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

The current law does not give any entitlement to parents to take their child out of school during term time. The Education (Pupil Registration) (England) (Amendment) Regulations 2013 prohibits Head teachers granting leave of absence to a pupil except where an application has been made in advance and the Head teacher considers that there are exceptional circumstances relating to the application.

Taking your child out of school during term time could be detrimental to your child's educational progress. A pupil who takes 10 days absence will only attain 94.7% attendance in the year. 10 days absence also means the pupil will miss 50 hours of education.

If the absence is not authorised and the holiday is taken, the case will be referred to the Child and Family Early Intervention Team who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent for each child taken out of school.

Please complete one application per child.

Name of Child	
D.O.B:	
Class:	
Date of First Day of Absence:	
Date of Return:	
Number of Days Requested:	

Important: A letter must be attached to this request, outlining the 'exceptional circumstances' for which a leave of absence is being applied for.

Signed: _____

Dated: _____

Name: _____

School/office use only

Attendance percentage preceding 12 weeks:			
Number of sessions absence this academic year	Auth	Unauthorised	Total

FREQUENTLY ASKED QUESTIONS

Am I entitled to take my child out of school for a family holiday?

No. Parents have a legal duty to ensure that their children attend school or the alternative provision on a regular basis.

The Education Act 1996 makes it a criminal offence for a parent to
“fail to secure their child’s regular attendance at the school”

The amendments to the 2006 Regulations remove any reference to *family holidays, extended leave and the statutory threshold of ten school days.*

The amendments make clear that **Head teachers may not grant any leave of absence (holiday) during term time unless there are exceptional circumstances**

The amendments give **parents no entitlement** to take their child out of school for a holiday in term time. The Head Teacher and Governing Body will determine what the exceptional circumstances are

If we decide to take a holiday during term time what should we do?

The parent/carer with whom the child resides must apply in writing to the school
The letter/application must explain the exceptional circumstance surrounding the request for the leave of absence

What will the school do then?

The Head teacher will determine whether the exceptional circumstance ruling applies, if not the application will be declined.

Only the Head teacher has the power to approve leave of absence applications.
When making the decision the protocols and criteria laid down in the school’s attendance policy must be followed.

Each academic year, schools inform parents/carers via a letter, newsletter or some other communication; that they may receive a Penalty Notice if their child has unauthorised absences in term time.

You will receive a written response from the Head teacher (or the Deputy) letting you know if your application has been approved.

If the holiday goes ahead after the application has been declined the absence will be recorded as unauthorised

Please see attached PN3 info booklet (updated March 2014)