

## APPENDIX 1

### LYDBROOK PRIMARY SCHOOL

### REQUEST FOR A LEAVE OF ABSENCE

#### DURING TERM TIME.

Please read the following guidance carefully.

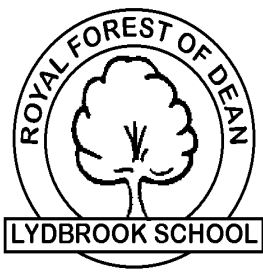
By Law, all children of compulsory school age must be in full time education. During an academic year, pupils are at school for 190 days, giving 175 days at home. The Department for Education allows a Headteacher the discretion to consider authorising a leave of absence in term time only in “exceptional circumstances”.

You may consider that a holiday will be educational but your child will still miss out on the teaching and learning that their peers will receive whilst your child is away. Children returning from a leave of absence during term time are also unprepared for the lessons which build on the teaching they have missed and arrangements need to be made for individual children to catch up on missed work. Disruption to the continuity of teaching and learning is something we all have a responsibility to avoid.

If requesting a leave of absence you will need to complete the form overleaf setting out the reasons. If the holiday is not considered to be an exceptional circumstance it will not be agreed. If you nevertheless take your child out of school for the leave of absence this **will be recorded as unauthorised leave.**

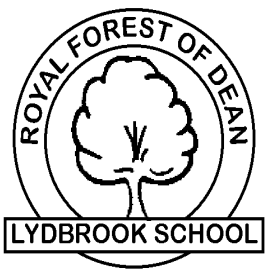
In the case of an unauthorised leave of absence the headteacher may request that the Local Authority issue a Fixed Penalty Notice without further warning to the parent. Please note that such a penalty is issued to each parent for each child taken out of school. A Penalty Notice is a fine of £60.00 if paid within the first 21 days which increases to £120.00 if paid between 21 and 28 days. Thereafter, if the penalty remains unpaid this may lead to a prosecution through the Magistrates Court.

All leave of absence requests should be completed by the parent with who the child ordinarily resides. This should be returned to the school at least seven days before the start of the holiday. All requests must be made prior to the leaving being taken. Leave cannot be authorised retrospectively.



LYDBROOK PRIMARY SCHOOL  
REQUEST FOR A LEAVE OF ABSENCE  
DURING TERM TIME.

Child's Name:-	Class:-
Dates of first absence	Date of return to school:-
Number of school days that your child will be absent:-	
Please state why you are applying for leave of absence during term time and what makes the circumstances exceptional:-	
Has your child had any other Leave of absences this school year:- *YES/NO	
I understand that if the absence request is not authorised and the holiday is taken the Headteacher may request that the Local Authority issue a Fixed Penalty Notice. I understand that a penalty is issued to each parent for each child taken out of school and that this is a fine of £60.00 if paid within the first 21 days which increases to £120.00 if paid between 21 and 28 days. I understand that if I do not pay this it may result in legal action.	
Name (s) of Parent/Carer(s) making application	
Forename ..... Surname .....	
Address .....	
Signed:- ..... Dated .....	
Name (s) of Parent/Carer(s) making application	
Forename ..... Surname .....	
Address .....	
Signed:- ..... Dated .....	
Please ensure you are giving at least seven days' notice of the proposed absence, retrospective applications cannot be authorised.	
For School to complete and copy retained	AUTHORISED/UNAUTHORISED*



LYDBROOK PRIMARY SCHOOL  
REQUEST FOR A LEAVE OF ABSENCE  
DURING TERM TIME – SCHOOL RESPONSE

Dear

Child's Name ..... Class .....

Your request for absence on the following dates

Has been considered and is

AUTHORISED

UNAUTHORISED

Their attendance is currently: .....

The request **does/does not** meet the criteria for "exceptional circumstances"

Please note: An **unauthorised** absence may be notified to the Local Authority and a Penalty Notice may be issued without further warning.

Signed ..... Headteacher

Print name .....

Dated .....