

# APPLICATION FOR LEAVE OF ABSENCE PENAIR SCHOOL

## REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

### Your legal responsibilities

Leave of absence requests during term time will not be authorised unless there are **exceptional circumstances**. We publish the dates of school terms well ahead of the current academic year. This is to help you plan your holidays outside of term time so that absence does not impact on the continuing education of your child.

You have a legal duty to make sure that your child attends school regularly and punctually. Schools have a duty to ensure that children attend school. The school and the Local Authority work in unison to monitor your child's attendance and will take action if it is poor. If your child is out of school for no valid reason, or there is unauthorised absence, we have to refer the matter to the Education Welfare Service who may decide to prosecute.

### How absence is authorised

We are not able to grant leave of absence simply because a holiday is cheaper in term-time, or more convenient work-wise. To ensure that we comply with these regulations, parents requesting leave of absence will need to detail the exceptional circumstance below, in order that these can be assessed.

Criteria are:

1. Absence may not be granted if attendance is below 96% (school minimum attendance target)
2. A judgement on the impact that a child's absence will have on their education
3. The exceptional circumstances relating to the request for absence.

**Please note that should a parent choose to take their child out of school during term time then they should expect a fixed penalty notice of £60 per parent per child to be levied on them via the Local Authority.**

I request leave of absence for child's name .....Tutor Group.....

for ..... days from ..... to ..... returning to school on  
..... Headteachers may not grant any leave of absence during term time unless there are  
exceptional circumstances. These are exceptional circumstances because .....

Signed ..... Date.....

### FOR OFFICE USE ONLY

**Absences to date (days):**

**Percentage Attendance:**

**Decision:**

**Authorised / Unauthorised**

**EWO Yes/No**

### REPLY TO PARENT

Your request for leave of absence for .....has been individually assessed.

The school has a responsibility to ensure that children attend school when they can. Taking into account the reasons for the absence, the impact on your child's education and your child's current attendance record of % , the decision is that this absence will be authorised/unauthorised.

Signed ..... Date .....