



WESTBURY-ON-SEVERN C OF E PRIMARY SCHOOL

Request for a leave of absence during term time

Please read before completing the form

Parents should be aware that the law does not grant parents an automatic right to take their child out of school during term time. The Department for Education allows a Head Teacher the discretion to consider authorising a leave of absence in term time only in "exceptional circumstances". The government has recently tightened up absence recording, increased Penalty notice fines and requiring schools to amend their attendance policies and procedures. This is due to attendance UK wide worsening since the pandemic. At Westbury, we have recently hugely improved our attendance and we can see how this is benefitting the children.

You may consider that a holiday will be educational, but your child will still miss out on the teaching and learning experiences that their peers will receive whilst they are absent. 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 following form, setting out the reasons clearly and with as much detail as possible. If the holiday is not considered to be an exceptional circumstance it will not be authorised. You can attach letters from employers or any evidence that proves exceptional circumstances to the form if you wish.

If your request is unauthorised and you nevertheless take your child out of school for the leave of absence, this **will be recorded as unauthorised leave**.

A Penalty Notice may be issued when a child's absence from school reaches **10 or more unauthorised sessions (2 sessions per day) which equates to 5 days +**. Absence can include being late to school after registration has closed. **Please note that such a penalty is issued to each parent for each child taken out of school. If the penalty remains unpaid this may lead to prosecution through the Magistrates' Court. The government has recently increased Penalty Notice fines.**

New legislation means that, *before a Penalty notice is issued*, we may send you a letter, informing you that your child's attendance is under "**Notice to Improve**" and you will have a period of time allocated to improve their attendance, thus avoiding a fine if their attendance noticeably improves.

All leave of absence requests should be completed on the attached form by the parent with whom 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 leave being taken. Leave cannot be authorised retrospectively.

I hope you will support our efforts to maintain good levels of attendance and attainment.

Kind regards,
Anna-Mai Armstrong
(Headteacher)



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Pupil NameClass

Pupil's address

Date of first day of absenceDate of return to school

Number of school days that your child will be absent from school

Please detail the exceptional circumstance for which you are requesting leave of absence (you may wish to add documents to prove that this is exceptional)

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I understand that if the absence request is not authorised and the holiday is taken the Head Teacher may request that the Local Authority issue a Fixed Penalty Notice if my child's attendance meets the criteria for a fine. I understand that a Penalty is issued to each parent for each child taken out of school. I understand that if I do not pay this it may result in legal action.

Name(s) of Parent/Carer (s) making application:

Dr/Mr/Mrs/Miss/Ms

Forename.....Surname.....

Address:

Signed Dated

Dr/Mr/Mrs/Miss/Ms

Forename.....Surname.....

Address:

Signed Dated

For school to complete and copy retained: **AUTHORISED/UNAUTHORISED**

Rationale for this decision:

Signed: **Headteacher**