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**APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME**  
**PLEASE READ THE 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 office prior to the absence. Please allow at least 3 working days for administration.

The government implemented legislation that came into effect from September 2013 which means that Schools may only authorise leave of absence in **exceptional** circumstances. A parent or 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. 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, per child, per parent/carer if paid within 21 days, rising to £120, per child, per parent/carer if paid within 28 days.

Should a parent or carer on whom a notice is served fail 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 of a fine of up to £2,500 or up to three 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 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 Education Welfare Office and possible legal proceedings.

I/We request a leave of absence for our child/children (please write names):

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From (first date of absence):
To (last date of absence):
Total number of sessions requested (a session = half day e.g. total number of mornings plus total number of afternoons):

It will be necessary to take my child/ren out of school because (please circle reason):

<i>Family Holiday</i>	<i>Religious Observance</i>	<i>GRT Absence</i>	<i>Other (please state reason):</i>
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In the case of a request for a family holiday absence or if you have provided a reason within the 'other' box please provide details of why this request may be considered to be within **EXCEPTIONAL** circumstances here:

*Please contact the headteacher should you wish to discuss this request in person.*

Signed: \_\_\_\_\_ (Parent/Carer) \_\_\_\_\_ (Date)

**Office use only. A copy of this form will be returned to the parent making the request.**

Name(s) of child/ren:	Current attendance (%):		
Authorised absence to date (sessions):	Unauthorised absence to date (sessions):		
Request <b>APPROVED</b>	Request <b>REFUSED</b> . Your request cannot be approved because the reasons you have provided do not meet criteria which are considered exceptional.		
Absence code:	<table style="width:100%; border: none;"> <tr> <td style="width:50%; border: none;">C: Agreed, authorised circumstances H: Authorised family holiday</td> <td style="width:50%; border: none;">G: Unauthorised family holiday R: Religious Observance</td> </tr> </table>	C: Agreed, authorised circumstances H: Authorised family holiday	G: Unauthorised family holiday R: Religious Observance
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**Signed:** \_\_\_\_\_ **(Headteacher) Date:** \_\_\_\_\_