

# Houghton Primary School

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Headteacher: Andrew Spencer

School Business Manager: Mandy Brown

School Administrator: Daisy Atherton



*Working hard to achieve our best*

## APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

### **PLEASE READ THE FOLLOWING INFORMATION CAREFULLY BEFORE COMPLETING THE FORM OVERLEAF**

Attendance at school is expected to be 100% unless there are exceptional or unavoidable reasons, or in the event that a child is too ill to attend.

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 5 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.

Term dates are listed on our school website for this academic year and next academic year. There are 190 statutory school days in one year and 175 days (weekends and school holidays) available to use for family holidays.

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.

The Local Authority will issue penalty notices for single event absences which have not been authorised if they are considered not to be exceptional or unavoidable.

Persistent unauthorised absence may result in the involvement of the Education Welfare Officer and possible legal proceedings.

Andrew Spencer  
Headteacher

## APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

**PLEASE READ THE INFORMATION OVERLEAF CAREFULLY BEFORE COMPLETING THIS FORM****PLEASE COMPLETE AND RETURN TO THE SCHOOL OFFICE **AT LEAST 5 WORKING DAYS BEFORE** THE DATE REQUESTED.**

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

Child's Name	Date of Birth	Class

First date of planned absence:	Last date of planned absence:	Total number of sessions they will be absent from school: (one session = half a day e.g. total number of mornings plus total number of afternoons absent)

**It will be necessary to take my child/ren out of school for this period because:  
(Please add the reason for absence below)**

<b>Exceptional/Unavoidable circumstance</b> (please state what this is)	
<b>Other</b> (please state reason)	
<b>Please contact the headteacher should you wish to discuss this request in person.</b>	

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

**Office use only.****Date request received:** \_\_\_\_\_

Child's Name	Current attendance (%)	Authorised absence to date (sessions)	Unauthorised absence to date (sessions)

Request <b>APPROVED</b>	Request <b>REFUSED</b>
Absence Code:	This request cannot be approved because the reasons provided do not meet criteria which are considered unavoidable or exceptional. Absence Code:

Signed: \_\_\_\_\_ (Headteacher) Date: \_\_\_\_\_

**A copy of this processed form will be returned to parents /carers to ensure good school attendance.  
This information may be share with the Local Authority Education Welfare Officer(EWO) if there is concern about a child's attendance.**