Houghton Primary School

Chapel Lane, Houghton, Huntingdon, Cambs, PE28 2AY

Telephone: 01480 463398

Website: www.houghton.cambs.sch.uk

Email: office@houghton.cambs.sch.uk

Facebook: www.facebook.com/Houghton-Primary-School-212020685487024

Headteacher: Andrew Spencer

Deputy Headteacher: Samantha Bavester

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.

Government legislation (revised in August 2024 through *Working Together to Improve School Attendance)* states 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.

If a pupil takes unauthorised term time leave for 10 consecutive sessions or more (generally 5 days) they will be subject to a penalty notice. The fine for a penalty notice is £80 per parent, per child. This increases to £160 if not paid after 21 days but within 28 days for pupils who are of statutory school age. If a penalty notice remains unpaid, parents may be the subject of court proceedings for failing to ensure the regular school attendance of their child and this could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months per parent.

For second offences of unauthorised term time leave (10 consecutive sessions or more) within a three-year rolling period, the fine is a flat £160 per parent, per child.

For the third offence in a three-year rolling period, the referral will be automatically considered for prosecution in relation to Section 444 Education Act 1996.

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

HOUGHTON PRIMARY SCHOOL

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

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 **APPROVED**	Request **REFUSED**
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: _____

Houghton Primary School

Chapel Lane, Houghton, Huntingdon, Cambs, PE28 2AY

Telephone: 01480 463398

Website: www.houghton.cambs.sch.uk

Email: office@houghton.cambs.sch.uk

Facebook: www.facebook.com/Houghton-Primary-School-212020685487024

Headteacher: Andrew Spencer

Deputy Headteacher: Samantha Bavester

School Business Manager: Mandy Brown

School Administrator: Daisy Atherton

Working hard to achieve our best

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