



Application for Leave of Absence during term time (Effective from 1st September 2013)

Jennett's Park CE Primary School, the Local Authority and Government believe that absence during term time should be avoided as they can have a damaging effect on pupils' education and overall achievement. However, it is recognised that there may be exceptional reasons that may justify authorisation of the absence by the Headteacher.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 explanatory note states:

Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.

As a result of the changes we have revised our attendance policy, which from 1st September 2013 will include the following:

- Application is to be made in advance by the parent with whom the child normally resides on the form headed 'Application for leave of absence during term time'. These may be obtained from the school office AND
- Leave of absence will only be granted where the Headteacher considers it is due to 'exceptional circumstances'. Parent will be informed within 7 school days as to whether the request has been authorised or unauthorised.
- Leave of absence will only be granted if the child's attendance and punctuality are good. This means that their current and previous year's attendance must be 95% or above.
- Where the exceptional circumstances are linked to a parent's working commitments, the school will need to see evidence from the employer that the leave can only be taken at the time stated.

Leave of absence taken without authorisation may be referred to the Education Welfare Service. This may result in prosecution proceedings, or a Fixed Penalty Notice. If a Fixed Penalty Notice is issued, a separate Notice would be issued to each parent for each child.

AS OF 1st SEPTEMBER 2013, THE RATE PER PARENT PER CHILD WILL BE £60 IF PAID WITHIN 21 DAYS AND RISING TO £120 IF PAID BETWEEN 22 AND 28 DAYS.

If the penalty notice is not paid, each parent may be liable to prosecution at the Magistrates Court, and if proved, each notice may receive a criminal conviction and/or a fine to a maximum of £1,000, plus costs.

Note: Parent also includes guardian / carer.



LEAVE OF ABSENCE FORM

PLEASE NOTE THE FOLLOWING BEFORE COMPLETING THIS FORM AND READ INFORMATION OVERLEAF:
 The Education (Pupil Registration) (England) (Amendment) Regulations 2013: Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application

Pupil Name	
Date of Birth	
Class Year	
First Date of Absence	
Date of Return	
Total number of school days absence	
Exceptional reasons for leave of absence request	

I have read the attached information (see overleaf) and understand that a leave of absence will only be authorised in accordance with the statutory regulations and the school policy.

Signature of Parent:

Date:

FOR HEADTEACHER

DATE RECEIVED

CURRENT ATTENDANCE	%	LAST YEAR'S ATTENDANCE	%
CURRENT PUNCTUALITY	lates	LAST YEAR'S PUNCTUALITY	lates
CURRENT UNAUTHORISED ABSENCES		LAST YEAR'S UNAUTHORISED ABSENCES	

HAS LEAVE OF ABSENCE BEEN REQUESTED PREVIOUSLY?

EXCEPTIONAL REASON ACCEPTED YES / NO

THIS ABSENCE HAS BEEN AUTHORISED / UNAUTHORISED FOR THE FOLLOWING REASONS:

SIGNED:

DATE PARENT INFORMED:

WHERE THE ABSENCE IS UNAUTHORISED, WE EXPECT YOUR CHILD TO BE IN SCHOOL ON THE DATES LISTED ABOVE.