



SEATON VALLEY CLUSTER SCHOOLS

01 September 2016

Leave of absence during term time

Parents and carers are asked to arrange family holidays during the school holidays and not during term time. These requests for Leave of Absence during term time **will not be authorised** unless it can be proved that there are exceptional circumstances.

Application Process

Application for leave of absence during term time must be made in writing at least **two weeks** in advance.

You may be invited into school to discuss the reasons for the application and the impact the absence may have on your child's education.

The school will reply to all applications in writing stating its decision.

If leave is not granted, the reason for not authorising a request will be clearly stated, in addition to the possible consequences of disregarding the refusal to grant absence.

If leave is granted, the length of authorised absence will be clearly stated including the date the child is expected to return to school and possible consequences if the child fails to return on that date.

If a parent or carer removes their child from school without requesting leave of absence or without authorisation from the Headteacher, the parent or carer will be informed in writing that a referral is being made to the Local Authority requesting a penalty notice is issued.

Important Information for Parents/Carers

Under The Education Act (1996) requires parents to ensure their child attends school regularly. There is no automatic right to take your child out of school during term time. The Law does however allow Headteachers to consider individual requests to authorise a Leave of Absence in Exceptional Circumstance(s).

The Headteacher must be satisfied that there are exceptional circumstances to justify an authorised absence. It is the parents' responsibility when submitting the request to provide all the information and evidence to prove exceptional circumstances.

The request for authorised Leave of Absence must be made at least two weeks in advance and the Headteacher may invite the parent/carer(s) into school to discuss the request before a decision is made.

If the Headteacher authorises the Leave of Absence it is expected that the child's attendance will be of a satisfactory level both prior and after the dates covered by the request.

If the Headteacher refuses Leave of Absence and the absence is recorded as unauthorised, the Headteacher may refer the matter to the Local Authority requesting that a Penalty Notice be issued.

A Penalty Notice is £60 if paid within 21 days of receipt, rising to £120 if paid after 21 days but within 28 days. If the penalty is not paid in full by the end of the 28 day period the Local Authority may prosecute for the offence to which the notice applies.

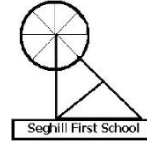
Where there is more than one child, each parent may be issued with a Penalty Notice in respect of each child.

Research suggests that children who are absent from school may never catch up on the learning they have missed, which may ultimately affect exam and test results. As a parent or carer, you can demonstrate your commitment to your child's education by not allowing your child to miss school for anything other than an exceptional and unavoidable reason.

Please complete the Leave of Absence During Term Time Request Form attached and return it to school.

Yours sincerely

Mrs G Love
Head Teacher



Leave of absence during term time request

Child's name _____

Class/ Year _____

First day that my child will be absent from school	(date)
Date that my child will return to school	(date)
Number of school days missed	
Reasons for leave of absence during term time	

Declaration

I have read and understood the information regarding leave of absence during term time, unauthorised absence, and Penalty Notices. I am aware of the possible consequences should I take my child on leave of absence without the prior authorisation of the Headteacher.

Signed _____ Date _____

Name _____

Please complete and return to school at least **two weeks** in advance of any Leave of Absence.