



PARK LANE PRIMARY & NURSERY SCHOOL



Application for Leave of Absence from School during Term Time

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY BEFORE SUBMITTING AN APPLICATION

As a parent or carer, you are strongly urged to avoid leave of absence from school during term time. Should this be unavoidable you should fill in this form and return it to the school IN ADVANCE of the absence.

New Government legislation came into effect from September 2013 which made clear that headteachers may not grant any term time leave of absence unless 'exceptional circumstances' exist. A parent/carers does not have any right to term time leave of absence and if your request is refused the absence will be recorded as unauthorised. If unauthorised leave of absence is taken, this may result in legal action being taken or a Penalty Notice issued by the Local Authority. Persistent unauthorised absence may result in the involvement of the Educational Welfare Officer and possible legal proceedings.

Penalty notices - If unauthorised absences are recorded, a Penalty Notice fine can be issued by the Local Authority to each parent/carers in respect of each child who is absent from school. Schools are required to inform Cambridgeshire County Council's Attendance Team of all children who are absent for unauthorised holidays or suspected holidays. Issuing of a penalty notice results in:

- A fine of £80 per parent or carer, per child if payment is made to the Local Authority within 21 days
- A fine of £160 per parent or carer, per child if payment is made to the Local Authority after 21 days but before 28 days. **Failure to pay the fine will result in legal proceedings being initiated under Section 444 of the Education Act 1996.**
- If this is your second penalty notice since 19th August 2024, the amount of the penalty notice increases to £160 per parent, per child.
- If 2 penalty notices have been issued to a named parent in relation to the same child since 19th August 2024 (over a 3-year period), then prosecution in relation to Section 444 Education Act 1996, may be considered as an alternative to a Penalty Notice fine being issued.
- Should a child be absent for unauthorised term time leave for an extended period during term time (20 days or more) prosecution in relation to Section 444 Education Act 1996, may also be considered.

Parents Section – please complete in block capitals

1st Child's Name Class

2nd Child's Name Class

Names of any other siblings and school they attend:

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First date of absence..... Last date of absence.....

Please explain fully the exceptional circumstances that require a leave of absence during term time - attach any additional evidence to support your application:

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Parent/Carer Signature..... Date

Relationship to child.....

Written language if not English.....

Office Section

Headteacher signature..... Authorised Unauthorised

Date.....

School Record Entry (SIMS) Date

Response to application by letter/email Date

ATTENDANCE MATTERS

If pupils aren't in school, they can't learn.

High rates of absence are associated with low academic achievement and increased chances of being drawn into crime and anti-social behaviour.

A survey of 30,000 16 year olds showed that persistent truants are less likely to be successful in their GCSEs (Youth Cohort Student 2002 DES)

What you can do to help?

- ✓ make sure your child attends regularly and punctually
- ✓ contact the school with reasons for any absences
- ✓ contact the school if your child is unwilling to attend school. The school can usually resolve most difficulties
- ✓ avoid taking holidays during term time

What your child will miss?

- A significant and disproportionate amount of teacher's time is taken from the class while they work with pupils who have missed important steps.
- In addition, those in the same work groups as absent pupils will invariably have their learning affected
- Work missed cannot always be covered again by the teacher
- Links that are missed will affect future learning and may lead to confusion.



There are 190 school days in the year, leaving 175 other days for holidays, family events etc.

95% attendance means that your child has missed two weeks of their schooling

90% attendance means they have missed 19 days – nearly four weeks

85% attendance means they have missed nearly six weeks – almost half a term.