

## **APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME** **St Francis Hub Schools part of the Our Lady of Lourdes CMAT**

Overleaf is the required application form for requesting permission for your child to be absent from school during term time. Before completing the application form, please read these notes carefully.

The law states that it is not a parental right to take a child out of school during term time. The Local Education Authority work with schools to ensure children are attending regularly. Schools have the authority to refuse your request to take your child out of school in term time.

Please note that the academy trust policy, in accordance with guidance from the Department for Education is that leave of absence requests may only be granted in exceptional circumstances, such as:

- Service personnel and other employees who are prevented from taking holidays outside term-time if the holiday will have minimal disruption to the pupil's education; and
- When a family needs to spend time together to support each other during or after a crisis.

Our Lady of Lourdes Multi-Academy Trust will not agree a leave of absence in circumstances such as:

- Availability of cheap holidays
- Availability of desired accommodation
- Poor weather experienced in school holiday periods; and
- Overlap with the beginning or end of term.

The Headteacher will not, under any circumstances, authorise leave of absence of more than 10 days in one academic year.

Leave of absence requests must be made 12 days prior to when the intended leave is due to commence. This must be in writing using the form overleaf. Permission will only be granted in exceptional circumstances. The school may request further evidence to support any leave of absence application. Please note the school year is from 31<sup>st</sup> August to end of July.

An unauthorised leave of absence of 3 days/6 sessions (if the school attended is based in Nottinghamshire County Council) and 5 days/10 sessions (if the school attended is based in Nottingham City Council) over a 6 week rolling period, may lead you to being issued with a fixed penalty notice or prosecution.

Please read the following statement from the Education Act 1996:

If an absence is not authorised by the school, the pupil's attendance is deemed to be irregular. Under section 444 of the Education Act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly, his/her parent/carer (s) are guilty of an offence. Please also note that if you have more than one child, each child's irregular attendance is dealt with as a separate matter.

The Local Authority may take formal action against you for failure to comply with the law. Penalty notices are issued as an alternative to prosecution, but may not be issued if prosecution is considered to be a more appropriate response to the attendance issues.

Therefore your child's irregular attendance could result in one of the following actions:

1. A Penalty Notice being issued. Each penalty notice is £60 if paid within the first 21 days, rising to £120 if paid between 22-28 days. Failure to pay will result in prosecution.
2. Prosecution. This could lead to fines of up to £2500 and/or 3 months imprisonment.

The local Authority will not issue more than two penalty notices per calendar year to any person taking more than two periods of unauthorised absence. Where further absences occur or where the local authority deem it appropriate, enforcement may be dealt with directly by the court

Having read these notes, if you still wish to apply for a leave of absence for your child during term time then please complete the application form attached.

**APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME**

**Please complete all sections below. Consent for term time leave of absence will not be granted without a full description of special circumstances. The school may request further evidence to support any leave of absence application. The school requests that parents use the allocated school holiday period for vacations.**

Pupil's Name ..... Tutor Group/Class .....

Home Address .....

Email address..... Mobile.....

I wish to apply for my child to be absent from school during the following dates:

First Day of Absence ..... Date of Return to School .....

Total number of school days missed .....

Could you please explain why you require a leave of absence during term time?

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*By completing this form I acknowledge that I have made an application for my child, named above, to have authorised leave of absence from school for the reasons stated. I confirm that the reasons given are valid and legitimate. I understand that if this is not agreed then any absence will be treated as unauthorised. A pattern of unauthorised absences could lead to a formal referral to the Nottinghamshire County Council Family Service in respect of lack of attendance at school. Please be aware that this could result in the Local Authority taking legal action against you.*

Name of Parent/Carer making application .....

Relationship to child.....

Signed ..... Date .....

**PLEASE RETURN COMPLETED APPLICATION FORM TO YOUR CHILD'S SCHOOL GIVING AT LEAST 12 DAYS NOTICE. FAILURE TO DO SO WILL RESULT IN THE APPLICATION BEING UNSUCCESSFUL.**