APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Important information for parents – please read before completing this form

Schools can only grant leave of absence during term time in exceptional circumstances. Each request will be considered individually by the headteacher. Family holidays during term time will not normally be authorised.

Requests for leave of absence must be made before any travel or other arrangements are booked and before the absence begins. Parents should allow enough time for the school to consider the request and provide a decision.

A request for leave of absence does not guarantee approval. If arrangements are made before the school's decision is received, this is done at the parent's own risk.

The school is not required to consider requests made after the absence has taken place. If no request is made in advance, the absence will be recorded as unauthorised.

We want every child to attend school every day unless there is an exceptional or unavoidable reason for absence. If you need support with your child's attendance, please contact:

School	Contact Name	Telephone	Email
Recreation Road	Charlotte Tumber	01603 457120	ctumber@heighamcf.org
Avenue Junior	Gemma Howes	01603 441034	ghowes@avenuejunior.org

I have read the above information and wish to apply for leave of absence from school for:

Child's Full Name:	Date of Birth:	Class:

Parent/Carer Details (please list all parents)

First Name:		**Surname:**	
Date of Birth:		**Relationship to the child:**	
Address and postcode:			
Telephone number:			
First Name:		**Surname:**	
Date of Birth:		**Relationship to the child:**	
Address and postcode:			
Telephone number:			

Siblings: Please provide the name of any siblings and the school that they attend

Child's Full Name:	Date of Birth:	School:

Details of the absence

Date of First day of absence:		**Date of last day of absence:**	
Total Number of days absent:		**Expected date of return to school:**	

Norfolk County Council

Please provide the reason for this request including supporting evidence:
Please read the following statement and sign to indicate you understand: I am requesting leave of absence for my child(ren) during term time. I understand that schools can only grant leave of absence in exceptional circumstances and that family holidays will not normally be authorised. I understand that this request must be submitted before any absence takes place and that submitting a request does not guarantee approval. I understand that I should wait for the school's decision before making travel or other arrangements. I understand that, if leave is not authorised and my child is absent from school during this period, the absence will be recorded as unauthorised and may result in a Penalty Notice being issued to each parent for each child, or other legal action being considered.

Signed:		**Full name:**		**Date:**	
Signed:		**Full name:**		**Date:**	

To be completed by the school:			
Date request received by the school:		**Total number of days requested:**	
Child's Name:		**Application Authorised or Declined?**	
Reason for school's decision:			
In the case of a term time holiday please confirm which parent took the holiday:			
Headteacher:			
Signed:			
Date:			

Norfolk County Council: Penalty Notices regarding school absence - Guidance for parents

Regular school attendance and parent's legal responsibilities

At Recreation Road Infant School our aim is to collaborate with parents to ensure that all our pupils receive the most from their education and reach their full potential.

This guidance is to remind all parents about the law that requires them to ensure that their child attends school regularly. The Government is clear that no child should miss school apart from in exceptional circumstances and schools must take steps to reduce absence to support children's attainment.

The important legal information

The Government have introduced a single national threshold for when a penalty notice must be considered by all schools in England. This threshold is **10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period**. These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence. The period of 10 school weeks can span different terms or school years.

In line with national guidance, the Local Authority (LA) retains the discretion to issue a penalty notice before the threshold is met. This might apply for example, where parents have taken several term time holidays below the national threshold. The LA also retains the discretion to consider going straight to prosecution where appropriate.

A maximum of 2 penalty notices per parent, per child can be issued within a rolling 3-year period. This period will start from the issue of the 1st penalty notice. The national framework also sets out the escalation process which applies to such penalty notices. If the national threshold is met for a third time (or subsequent times) within 3 years, another tool should be used. In Norfolk, where a pupil's attendance has met the national threshold for a third time within 3 years and the parent/s have already been issued with 2 penalty notices within that period, consideration will be given to prosecution under section 444 of the Education Act 1996, which can result in a criminal conviction and fine of up to £2,500.

A parent includes any person who is not a natural parent but who has parental responsibility for the child **or** who has care of the child, as set out in section 576 of the Education Act 1996. Penalty notices will usually be issued to the parent/s with day-to-day responsibility for the child's attendance or the parent/s who have allowed the absence (regardless of which parent has applied for a leave of absence).

The first penalty notice issued to a parent for a child will be charged at £160 to be paid within 28 days. This will be reduced to £80 if paid within 21 days. Where it is deemed appropriate to issue a second penalty notice, the second penalty notice to the same parent for the same child within 3 years of the first offence, is charged at a flat rate of £160 and is payable within 28 days. **There is no reduced sum available in this instance**.

Part payments or payment plans are not acceptable, and fines must be paid in full within 21 or 28 days, at the rate specified within the penalty notice. There is no right of appeal against a penalty notice.

Requests for leave of absence

Working together to improve school attendance advises all schools that they should only grant a leave of absence during term time in exceptional circumstances, considering each request on a case-by-case basis. If a leave of absence is granted, it is for the headteacher to determine the length of time the pupil can be away from school. Although we recognise the value and benefits of family holidays, it is unlikely a leave of absence will be granted for a family holiday as the

Government ‘does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.’

Requests for leave must be made in advance, otherwise schools will be unable to consider your individual circumstances and the absence will be recorded as unauthorised. Headteachers are not obligated to reconsider authorising leave if an application was not made in advance.

Support with ensuring regular school attendance

If you require any support with ensuring your child’s attendance, please contact **Charlotte Tumber on 01603 457120 or email ctumber@heighamcf.org**