Kingsway Primary School
Valley Gardens, Kingsway
Gloucester, GL2 2AR

Telephone: 01452 881800
www.kingswayprimary.org.uk
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Kindness • Perseverance • Success

Request for a leave of absence during term time

Parents should be aware that the law does not grant parents an automatic right to take their child out of school during term time. The Department of Education allows a Headteacher the discretion to consider authorising a leave of absence in term time only in "exceptional circumstances".

You may consider that a holiday will be educational but your child will still miss out on the teaching and learning that their peers will receive whilst your child is away. Children returning from a leave of absence during term time are also unprepared for the lessons which build on the teaching they have missed and arrangements need to be made for individual children to catch up on missed work. Some children also find returning to school after a period of absence challenging socially. Disruption to the continuity of teaching and learning is something we all have a responsibility to avoid. Requests for absence that could reasonably be taken outside of school time are highly unlikely to be authorised.

If requesting a leave of absence, you will need to complete the form on the reverse of this notice, setting out the reasons. If the holiday is not considered to be an exceptional circumstance, it will not be agreed. If you nevertheless take your child out of school for the leave of absence this **will be recorded as unauthorised leave.**

'*Improving attendance is everyone's business*', and it is important that we, as your child's school, work together in partnership with you, your family, your child, and the wider community. Any holiday-related absence taken that includes 10 sessions in 10 weeks, may result in a Penalty Notice.

There are two sessions in a school day: am and pm. The penalty **amount has increased to £160** from September 2024 (reduced to £80 if paid within 21 days for the first offence). If a parent receives a second penalty notice within a rolling three-year period (following 1st September 2024) the fine is £160 and there is no option to pay the fine at a reduced rate.

Parents with parental responsibility, and adults residing with the child, including for example, step-parents who have day-to-day responsibility for the child, may be fined and this applies to each child who is absent. For example, if there are two parents living in the home with two children who are absent, the total fine will be £160 x 2 (children) x 2 (parents), which is £640.

If a Penalty Notice is not paid within the time limits set out in the letter to the parent, the Local Authority **may proceed the case to court**. Nationally, Headteachers are: not permitted to approve term-time holidays except in genuinely exceptional circumstances, and are to consider each application for a leave of absence individually before making our decision. The law clearly expects Headteachers to enforce these penalties strictly.

All our policies are updated and are on the website.

Parents/carers **do not have the right** to take children out of school for a holiday during term time. Any requests are considered on an individual basis following guidelines issued by the DfE and LA. Holiday absences will not be authorised if they are not considered to meet exceptional circumstances. If a pupil goes on holiday without permission, the absence will be classed as unauthorised. Absence will also be unauthorised if a child does not return to school on the agreed date. Unauthorised absence could result in referral to the LA to begin legal proceedings.

All leave of absence requests should be completed on the attached form by the parent with whom the child ordinarily resides. This should be returned to school **at least seven days before the start of the holiday**. All requests must be made prior to the leave being taken. Leave cannot be authorised retrospectively.

I hope you will support our efforts to maintain good levels of attendance and attainment.

Yours sincerely

Mr L Pajak
Headteacher

Request for a leave of absence during term time

Pupil Name _____ Class/Tutor Group _____

Pupil's Address _____

Date of first day of absence _____ Date of return to school _____

Number of school days that your child will be absent from school _____

To establish if your reasons for the above absence are for exceptional circumstances, please give as much detail as possible (including your destination). The decision will be based on the information you provide on this form (please continue with additional information on a separate sheet if required).

_____

_____

_____

I understand that if the absence is not authorised and the holiday is taken, the Headteacher may request that the Local Authority issue a Fixed Penalty Notice. I understand that a Penalty is issued to <u>each</u> parent for <u>each</u> child taken out of school is a fine of £80 if paid within the first 21 days which will increase to £160 if paid between 21 and 28 days. I understand that if I do not pay this it may result in legal action.

Name(s) of Parent/Carer(s) making application:

Dr/Mr/Mrs/Miss/Ms

Forename _____ Surname _____

Address _____

Signed _____ Dated _____

Dr/Mr/Mrs/Miss/Ms

Forename _____ Surname _____

Address _____

Signed _____ Dated _____

(Please ensure you are giving at least seven days' notice of the proposed absence; retrospective applications cannot be authorised)

OFFICE ONLY:

Actioned by: **Attendance IO**	Dated: _____	Code: _____

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Request for a leave of absence during term time – school response

Dear _____ Date: _____

Child's name _____ Class/Tutor group _____

Your request for absence on the following dates: _____ / _____ / _____ to _____ / _____ / _____

Totally _____ days, has been considered and is:

☐	Leave of absence **authorised** for the dates specified above. Please ensure your child returns promptly following the absence, as failure to do so may result in their removal from the school roll.	Signature of Headteacher:	Date:
☐	Leave of absence **unauthorised** for the dates specified above. Should your child be absent on the dates specified above, these dates will be marked as unauthorised. This absence may result in a penalty notice being issued by the LA on behalf of the school.	Signature of Headteacher:	Date:

a) Their attendance is currently _____
b) The request **does / does not** meet the criteria for 'exceptional circumstances'

Please note: An **unauthorised** absence may be notified to the Local Authority and a Penalty Notice may be issued without further warning.

Note: All parents will be sent a copy of this form and a copy is retained by the school.

Yours sincerely

Mr L Pajak
Headteacher