

# St John's Church of England Academy

Fenby Avenue - Darlington - DL1 4UB

Tel: 01325 380725



## Appendix 1

### Application for leave of Absence during Term Time

NAME OF CHILD(REN):		YEAR GROUP(s):
Name of Parent/Carer:		
First Day of Absence:	Last Day of Absence:	
Total number of days of absence from school and missing learning:		
Reason for application: (If this is a holiday request please explain the exceptional circumstances which mean that the holiday cannot be taken during a school holiday- please see overleaf).		
Signature of Parent/Carer:		Date:

### RESPONSE FORM

Attendance to date (current academic year):		Previous year attendance:
Leave of absence <b>AUTHORISED</b> by: ..... Headteacher	Leave of absence <b>UNAUTHORISED</b> by: ..... Headteacher	
Date:		
Comments:		

Please submit this form to the Headteacher prior to booking any holiday. Your request will be considered and you will receive a response within 8 school days of receipt.

## Leave of Absence Requests

The Department for Education made amendments to the regulations which previously allowed Headteachers' the discretion to grant holidays taken during term time. The new regulations come into force from 1<sup>st</sup> September 2013. **The current law does not give parents any entitlement to take their children out of school for a holiday during term time.** Any application for leave must only be in 'exceptional' circumstances and the Headteacher must be satisfied that the circumstances are 'exceptional' and warrant the granting of leave. In 'exceptional' circumstances, **a request for absence must be made in advance** to the Headteacher, who will inform you of the decision **prior** to booking your holiday.

If a request for leave is not authorised by the Headteacher and the pupil goes on holiday, the absence will be recorded as unauthorised, which then stays on the child's permanent record. We are required by law to report unauthorised absences to the Local Authority, who may issue a Fixed Penalty Notice fine of £60 to be paid within 21 days or £120 within 28 days. Please be aware that the proceeds from the fixed penalty fines **DO NOT** go to the school.

**When making a decision, the attendance panel will consider:**

- The age of the child (education for children below the age of 5 is not statutory);
- The time and duration of absence;
- Previous and current attendance;
- Impact of lost learning time on the child;
- The individual circumstances of the request.

**N.B Requests for absence will not be authorised in September as this is a key time for settling in. Nor will requests be granted for pupils during or before national assessments. Requests for absence over 5 days will not be granted due to the impact on learning as agreed by the Governing Body.**

**Examples of 'exceptional' circumstances**

- Genuine illness
- Unavoidable medical appointment (please book after school or after registration where possible)
- Bereavement/Funeral of immediate family member
- Weddings of immediate family
- Religious observance
- Family member's Graduation ceremony/Passing Out Parade
- Out of school programmes such as music, arts or sport operating which are supported by the Local Authority/Tees Valley.
- Parents/carers employment commitments (supported by letter from employer)

**The following are not regarded as 'exceptional' circumstances:**

- Cheaper holiday
- Booked dates by mistake
- More than one day for a wedding
- Birthdays
- Shopping
- No uniform/shoes

Further information and guidance can be found on the DFE website [www.education.gov.uk/schools/pupilsupport/behaviour/attendance](http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance). I hope that we can rely upon your support in this matter and I will keep you informed of any future development and provide you with further information as it becomes available.