



The South Nottingham Catholic Academy Trust **APPLICATION FOR LEAVE OF ABSENCE DURING** **TERM TIME**

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

The law states that you do not have the right to take your child out of school for holidays during term time. The Local Education Authority works with schools to reduce the number of children missing school because of leave taken in term time. 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.

You must apply for leave of absence 12 days before the intended leave is due to commence. This must be in writing using the attached form. 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 September to July. There are certain times of the year when a child may experience extra problems because of missing school. These include examination periods, at the time of starting a new school and at the start of a new school term. In deciding whether to authorise your child's leave of absence, the school will take these and other factors into account.

If you wish to take your child on holiday during term time, you must apply for permission in writing using the attached form.

In accordance with guidance from the Department for Education, the headteacher can use discretion to grant leave, taking into account the impact on the student's learning, attendance, the time of year and the individual family circumstances. The headteacher will not, under any circumstances, authorise leave of absence of more than 10 days in one academic year. Applications for leave of absence can be referred to the academy trust Education Welfare Officer for scrutiny before any leave is granted by the headteacher. This will apply to all academies within the **St Francis of Assis hub – part of the Our Lady of Lourdes Catholic Multi-Academy Trust.**

If the school refuse your application and you still take your child out of school, the absences will be treated as unauthorised, and a request for a Penalty Notice may be made.

An unauthorised leave of absence of more than 5 continuous days/10 sessions (over a 6 week period) may lead to you being issued with a penalty notice fine which if paid within 21 days is £60 28 days is £120

Where a fine remains unpaid the matter may be enforced at the Magistrates Court. The maximum fine for this offence is £1000 per parent, per child.

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.



St Francis of Assisi hub – part of the Our Lady of Lourdes Catholic Multi-Academy Trust

APPLICATION DECISION ON CHILD’S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Dear

Pupil’s Name	Year Group	Home Address			
You applied for your child to be absent from school during the following dates:					
First Day of Absence		Date of Return to School		Total days applied for	
Total number of school days actually missed					
The reason you gave for the application for leave of absence during term time					
The decision in response to your application					
Agreed on exceptional grounds		Refused - Does not meet requirements for being on exceptional grounds			
The leave is considered to be Authorised		The leave is be considered to be Unauthorised			
This application for leave was considered using the Trust’s Attendance Policy and guidance for leave of absence requests. The application was reviewed by the Headteacher.					
<u>If you wish to discuss this decision further, please contact the Education Welfare Officer, Natalia Thomas on 0115 9824280.</u>					
Signed On behalf of St Francis of Assisi hub – part of the Our Lady of Lourdes Catholic Multi-Academy Trust.					
Mrs N Thomas Education Welfare Officer 25.01.2019					

Penalties Notices are set at £60.00 if paid within 21 days rising to £120 if paid after 21 days but within 28 days. Penalty Notices are per parent, per child. Failure to pay will result in prosecution under Section 444, Education Act 1996.