



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

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 Nottingham City Council Education Welfare 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.