

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME St Francis Hub Schools part of the Our Lady of Lourdes CMAT

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

The law states that it is not a parental right to take a child out of school during term time. The Local Education Authority work with schools to ensure children are attending regularly. 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.

Our Lady of Lourdes Multi-Academy Trust will not agree a leave of absence in circumstances such as:

- Availability of cheap holidays
- Availability of desired accommodation
- Poor weather experienced in school holiday periods; and
- Overlap with the beginning or end of term.

The Headteacher will not, under any circumstances, authorise leave of absence of more than 10 days in one academic year.

Leave of absence requests must be made 12 days prior to when the intended leave is due to commence. This must be in writing using the form overleaf. 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 31st August to end of July.

- **Penalty notice referrals will be made if the absence is unauthorised and there are 5 consecutive days of term time leave.**
- **Penalty Notice fines will now be issued to each parent, for each child that was absent. For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.**
- **First offence - The first time a Penalty Notice is issued for Term Time leave of irregular attendance the amount will be: £160 per parent, per child if paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days.**
- **Second offence (within 3 years) - The second time a Penalty Notice is issued for Term Time leave or irregular attendance the amount will be £160 per parent, per child paid within 28 days.**
- **Third Offence or any further offences (within 3 years) - The third time an offence is committed for Term Time leave or irregular attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Magistrates' fines are per parent, per child. Cases found guilty in Magistrates' Court may be shown on the parent's future DBS certificate.**

Payment of Penalty Notices:

It is important to note that these fines are paid directly to the council and not school.

- Failure to pay the fines may result in court action.
- The fine must be paid in full, there are no payment plans (paying in instalments),
- There is no process to appeal a fine it must be paid.

We appreciate that holidays are expensive out of term time but please note this guidance is national guidance and school has a legal responsibility to follow it.

Please take this new legislation into account when thinking about booking holidays during term time from September 2024

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 below.

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.

Student's Name Tutor Group/Class

Home Address

Date of Birth.....

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 have read and understood the terms and conditions of making an application for leave during term time for my child.

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.