



Winslow Church of England School

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

Attached is an application form for you to request permission for your child to be absent from school. Before completing the application form, please read these notes carefully:

The government changed the rules on term-time absence in 2013. Under the new rules, you can only allow your child to miss school if:

- He or she is too ill to go in
- You've got advance permission from the school

The law states that you do not have the right to take your child out of school for holidays during term time. The local authority works with schools to reduce the number of children missing school because of holidays taken in term time and schools can refuse your request to take your child out of school. If you wish to take your child on holiday during term time, this will be recorded as an unauthorised absence.

Permission for authorised leave of absence may be granted in exceptional circumstances e.g. attending a funeral. The headteacher will consider each absence request individually and decide whether to grant the absence.

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 absence and give permission for leave of absence in term time, the school will take these and other factors into account.

If the school refuses your application and you still take your child out of school the absences will be treated as unauthorised. Unauthorised absences may lead to a Penalty Notice or a Summons being issued against you for irregular school attendance. This could involve:

- a fixed penalty notice of £60 within 21 days, or £120 within 28 days
- a parenting order, education supervision order or school attendance order where your child repeatedly misses school without a good reason

Why is it important?

Missing two weeks of school for a holiday might not seem like very much, but it can have a big effect on your child's education. For example, if your child misses two weeks of school every year, this adds up to more than two terms over the child's whole time in school.

Making sure your child attends school as much as possible means:

- Your child will have the same education and opportunities as everyone else in the class
- You won't need to worry about catching up on work, or that your child might fall behind because of missing an important lesson
- Your child won't miss out on activities at the start and end of term, which are often fun and a chance to develop friendship
- Having a good education will help to give your child the best possible start in life.

Having read these notes, if you still wish to apply for a leave of absence for your child then please complete the application attached. This form should be returned to the school office as far in advance of the proposed absence as possible and providing at least four school weeks notice.

APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Pupil's name:

Class:

I wish to apply for my child to be absent from school during the following dates:
 Date of last day at school:
 Date of return to school:
 Total number of school days missed:

Please explain the exceptional circumstances that make it necessary for your child to be absent from school during term time:

I am applying for my child named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a penalty notice or a summons for irregular attendance.

Name of parent/carer making application:

Signed:	Date:
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PLEASE RETURN COMPLETED APPLICATION FORM TO THE SCHOOL OFFICE, GIVING AT LEAST 4 WEEKS' NOTICE OF INTENDED ABSENCE

For office use only

Academic year		School Comments
No. Sessions (half day) school has been open in year to date		
Total no. of absences (half day) to date		
No. of authorised absences (half day) to date		
No. of absence as authorised holiday (half day) to date		
Approval Given / Not Given	Signed Headteacher	

You are reminded that if your request is unauthorised and you continue to withdraw your child, you are at risk of being fined by the local authority.