

NORTHUMBERLAND COUNTY COUNCIL

APPLICATION FOR LEAVE OF ABSENCE OF CHILD FROM SCHOOL

TO THE HEAD TEACHER OF: **EASTLEA PRIMARY SCHOOL**

I the undersigned being the parent / carer of:

NAME OF CHILD: _____ D.O.B.: _____ CLASS: _____

ADDRESS: _____

request permission for my child to be granted leave of absence from school between:

Start Date of leave: _____

Return Date to School: _____

Please fully explain in the space below the **exceptional circumstances** relating to the leave of absence you would like the Head Teacher to consider. *(Please continue on a separate sheet if necessary).*

Declaration

I have read and understood the information on the reverse of this Leave of Absence request form regarding leave of absence during term time, unauthorised absence, and Penalty Notices. I am aware of the possible consequences should I take my child on leave of absence without the prior authorisation of the Head Teacher.

Signature.....
Parent/Carer(s)

Date.....

TO BE COMPLETED BY THE HEAD TEACHER

Your application for the leave of absence of your son/daughter

NAME OF CHILD: _____ CLASS: _____

Start Date of Leave: _____ Return Date to School _____

Is authorised ☐ Is not authorised ☐ [number of days = _____]

because:

Signed: _____ Date: _____
Head Teacher, Eastlea Primary School

Despite the changes to the national requirements for Leave of Absence we have had a very successful policy at Eastlea since September 2013 for dealing with the Leave of Absence requests that are submitted. The information below has been provided by Northumberland County Council for all parents/carers to be aware of.

Please do not hesitate to come and talk to me about this if you are seeking leave of absence and have any queries or concerns.

Important Information from Northumberland County Council for Parents/Carers

The Education Act (1996) requires parents to ensure their child attends school regularly. There is no automatic right to take your child out of school during term time. The Law does however allow Head Teachers to consider individual requests to authorise a Leave of Absence in Exceptional Circumstance(s). The Head Teacher must be satisfied that there are exceptional circumstances to justify an authorised absence. It is the parent's responsibility when submitting the request to provide all the information and evidence to prove exceptional circumstances.

The request for authorised Leave of Absence must be made at least two weeks in advance and the Head Teacher may invite the parent/carer(s) into school to discuss the request before a decision is made. If the Head Teacher authorises the Leave of Absence it is expected that the child's attendance will be of a satisfactory level both prior and after the date covered by the request.

If the Head Teacher refuses Leave of Absence and the absence is recorded as unauthorised, the Head Teacher may (depending on the individual circumstances) refer the matter to the Local Authority requesting that a Penalty Notice be issued.

A Penalty Notice is £60 if paid within 21 days of receipt, rising to £120 if paid after 21 days but within 28 days. Where there is more than one child, each parent may be issued with a Penalty Notice in respect of each child.

If the penalty is not paid in full by the end of the 28 day period the Local Authority may prosecute for the offence to which the notice applies.

This may result in:

- Prosecution under Section 444 (1) Education Act 1996, where if convicted you may be fined up to £1,000.
- Prosecution under Section 444 (1a) Education Act 1996 where if convicted you may be fined up to £2,500 and/or 3 months imprisonment.

Research suggests that children who are absent from School may never catch up on the learning they have missed, which may ultimately affect exam and test results. As a parent/carer, you can demonstrate your commitment to your child's education by not allowing your child to miss school for anything other than an exceptional and unavoidable reason.