

Leave of Absence Request Form



**St Teresa's Catholic
Primary Academy**

Regular attendance at school is vital to help children achieve and get the best possible start in life.

Children who frequently miss school often fall behind. There is a strong link between good school attendance and achieving good results. It is proven that attainment is connected to good attendance; missing school could have an impact on your child's education.

Legislation introduced in September 2013 states that any application for leave of absence must be in exceptional circumstances and approved by the Principal in advance of the leave being taken. The Principal must be satisfied that the circumstances warrant the granting of leave.

The current law does not allow parents/guardians to take their child out of school during term time for holidays. Parents can be fined for taking their child out of school during term time without consent from the Academy.

To make a request for Leave of Absence

1. Complete and return the request form in full at least four weeks prior to the leave being taken and return to the Academy for approval
2. The Academy will contact you to authorise/un-authorise the leave of absence request

What will happen if the request is refused but the leave of absence is still taken?

The Academy will notify the Local Authority Officer who may issue a Penalty Notice. A Penalty Notice of £60 could be imposed per child and per parent. If this is not paid within 21 days of receipt of the notice, the cost rises to £120, which must be paid, between 21 and 28 days of receipt of the notice.

If the notice has not been paid in full by 28 days of receipt, the local authority must either prosecute or withdraw the notice.

Once issued a Penalty Notice may only be withdrawn in the following circumstance:

- *Proof has been established that it has been issued to the wrong person.*
- *The notice ought not to have been issued e.g. where it has been issued outside the terms of the Code of Conduct.*

This prosecution is for the offence of failing to secure attendance at school not for non-payment of the fine.

Prosecutions are brought under S444 of the Education Act 1996.

Parents/carers need to be mindful that a conviction for this offence can result in a criminal record.

CHILD DETAILS:

Full name:			
Date of birth:		Tutor Group:	

PARENT/CARER DETAILS:

1	Full name:		Relationship to child:	
Address:				
Date of birth:			Telephone:	
2	Full name:		Relationship to child:	
Address:				
Date of birth:			Telephone:	

Reason for taking your child out of school:			
Length of Absence (School Days):	From (date):	To (date):	
Would your child miss any tests, formal assessment or public examinations?			Yes/No
Is your child's attendance below 96%			Yes/No
Is this the first leave of absence request from the Academy?			Yes/No

Parent/carer signature:	
	<i>(Parent who lives with or has day to day care of the child)</i>
Date:	

To be completed by the Academy

ACADEMY DETAILS:

Date received:		
Leave of absence in term time:	(i) Approved	(ii) Not approved
Record of meeting/Contact with Parent:		
Principal:		