



## REQUEST FOR PUPIL LEAVE OF ABSENCE IN TERM TIME

The Education (Pupil Registration) (England) Regulations 2006 (as amended) sets out the law in respect of leave of absence during term time.

**An application for leave of absence in term time should be made to the Headteacher for the school at which the child is on roll, by a parent with whom the child normally resides and giving at least 20 school days' notice.**

Nicholas Postgate Catholic Academy Trust requires an application for leave of absence in term time to be completed whenever a child is to be absent from school, for any reason, other than medical or illness absence. This ensures the academy is aware of the absence and the appropriate safeguarding procedures have been followed.

**A SEPARATE APPLICATION IS REQUIRED FOR EACH CHILD.**

PARENT/CARER DETAILS	
NAME & ADDRESS OF PARENT(S) WITH WHOM THE CHILD NORMALLY RESIDES:	
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By signing this form you are agreeing to the request being made.	
SIGNATURE(S)	
<hr/>	
DATE:	

CHILD DETAILS	
NAME:	DOB:
ADDRESS:	
NAME OF SCHOOL:	YEAR GROUP:

Where leave of absence in term time is taken without a request being made, this will be investigated in accordance with NPCAT Safeguarding & Child Protection Policy and the Child Missing from Education procedures, which may involve a referral to the local authority Children's Services and the Police. Fines may be issued.

DATES REQUESTED	
FROM:	TO:
REASON FOR REQUEST	
DESTINATION	
<p><b>COVID-19: It is important that the details of the places to be visited are provided to assist the school in assessing risk and controlling transmission of coronavirus within the school community.</b></p>	
<p><b>Has an application for leave of absence been made to another school? If yes, please give name of school.</b></p>	

**A Headteacher will not grant leave of absence during term time unless there is an exceptional circumstance. Evidence of the exceptional circumstance will be requested.**

The exceptional circumstances are:

- a recent serious illness or bereavement of an immediate family member;
- a member of the Armed Forces whereby they need to undertake a tour of duty, which conflicts with school holidays;
- restrictions on police leave or other emergency service where specific duties are undertaken in relation to a national event, which conflicts with school holidays.

Office use only: Please tick appropriate box.	
<p><b>LEAVE AUTHORISED</b> <input type="checkbox"/></p> <p>Exceptional circumstance found</p> <p><b>INDICATE REASON:</b></p>	<p><b>LEAVE AUTHORISED</b> <input type="checkbox"/></p> <p>Other Code</p> <p><b>INDICATE REASON &amp; CODE:</b></p>
<p><b><u>LEAVE DENIED</u></b> <input type="checkbox"/></p> <p>Exceptional circumstance <b>NOT</b> found:</p>	
<p><b>HEADTEACHER SIGNATURE:</b></p>	<p><b>HEADTEACHER PRINT NAME</b></p>
<p><b>DATE:</b></p>	

A Penalty Notice

- can be issued by the local authority where leave of absence in term time is not granted, but taken.
- is a fine of £60 payable within 21 days, if unpaid increasing to £120 payable within 28 days.
- will be issued to each parent for each child who has not been granted leave of absence.

The Penalty Notice Code of Conduct is drawn up by each local authority, which sets out measures to ensure consistency in the issuing of penalty notices. Details are available on each local authority website.

**NPCAT will endeavour to respond within 15 school days of receiving the request.**