

# APPENDIX B - Request for Leave of Absence in term time

<b>REQUEST FOR LEAVE OF ABSENCE IN TERM TIME</b>	
<p>The School Attendance (Pupil Registration) (England) Regulations 2024 sets out the law in respect of leave of absence during term time.</p> <p><b>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/carer with whom the pupil normally resides and giving at least <u>20 school days notice</u>.</b></p> <p>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</p> <p><b>A SEPARATE APPLICATION IS REQUIRED FOR EACH CHILD</b></p>	
<b>PARENT/CARER DETAILS</b>	
<b>NAME &amp; ADDRESS OF PARENT/CARER(S) REQUESTING LEAVE:</b>	
<p>By signing this form you are agreeing to the request being made.</p> <p>Signature(s): .....</p> <p>Date: .....</p>	
<p>Where leave of absence in term time is taken without a request being made, this will be investigated in accordance with NPCAT Safeguarding &amp; Child Protection Policy and the Child Missing Education procedures, which may involve a referral to the Local Authority Children's Services and the Police. Fines may be issued</p>	
<b>CHILD DETAILS</b>	
<b>NAME:</b>	<b>DOB:</b>
<b>ADDRESS:</b>	
<b>NAME OF SCHOOL:</b>	<b>YEAR GROUP</b>
<b>DATES REQUEST</b>	
<b>First date of absence:</b>	<b>Last date of absence:</b>
<b>REASON FOR REQUEST</b>	

<b>Has an application for leave of absence been made to another school? If yes, please give the name of the school/pupil</b>

**A Headteacher will not grant leave of absence during term time unless there is an exceptional circumstance**

The exceptional circumstances will focus on:

- 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 school holidays
- Restrictions on Police leave or other emergency services where specific duties are undertaken in relation to a national event, which conflicts with school holidays

Please provide evidence of any exceptional circumstance with the application

<b>Office use only: Please tick appropriate box</b>	
<b>LEAVE AUTHORISED</b> Exceptional circumstance found	
<b>LEAVE DENIED</b> Exceptional circumstances <b>NOT</b> found	
Headteacher signature:	Date:

A Penalty Notice

- Can be issued by the Local Authority where leave of absence in term time is not granted, but taken
- A fine of £80 payable within 21 days, if unpaid increasing to £160 payable within 28 days will be issued to each parent for each child who has not been granted leave of absence. If the penalty notice is not paid in full the Local Authority may prosecute.
- Any second penalty notice issued to the same parent for the same child in a 3 year rolling period, the charge will be at the higher rate of £160.
- A national limit of 2 penalty notices can be issued to a parent for the same child within a rolling 3 year period so at the 3rd or subsequent offence the Local Authority will investigate legal proceedings such as prosecution.

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 to this request within 15 school days of receiving the request**