

## **APPLICATION FORM**

### **Leave of Absence Form**

Every school day counts towards your child's education - days off school add up to lost learning and this may impact their future. In total there are 175 non-school days a year which give families the opportunity to:

- spend time together
- go on family visits
- go on holiday
- go on days out
- attend routine appointments

The law says that parents do not have the right to take their child out of school for holidays during term time except in exceptional circumstances. If you take your child on holiday during term-time without the school's authorisation this will be recorded as unauthorised absence and may result in a Penalty Notice being issued.

### **Our Policy**

We do not authorise holidays during term-time other than in exceptional circumstances. If the Head Teacher considers there are exceptional circumstances, he may authorise a leave of absence request but it will be his decision to determine the length of time that the child can be away from school.

We ask that parents apply for holidays 4 weeks in advance using a Holiday Request Form (attached below). Applications for authorisation due to exceptional circumstances will be considered on a case-by-case basis. However, any student whose attendance is below the national expectation of 97% or whose attendance would fall below if their leave were granted will automatically be refused. Where holidays are taken, staff will not usually provide students with additional work.

### **Why shouldn't I take my child on holiday during term time?**

Many parents and carers think it is okay to go on holiday during term time, but this has a negative effect on their children's learning and ability to achieve. If your child goes on holiday during term time, this affects their attendance:

- 5.5 days total absence = 97% attendance (National expectation)
- 9.5 days total absence = 95% attendance (Below National expectation)
- 19 days total absence = 90% attendance (Persistent absence)

### **How do I request leave of absence for a family holiday?**

All requests should be made on an Application for Leave of Absence for Annual Holiday form. You should also submit any evidence to support your exceptional circumstances.

### **What happens if the Head Teacher does not agree my request?**

Your child's absence will be marked as unauthorised absence, and you will be informed of this. If you take your child on holiday, we will request the Local Authority issue a Penalty Notice. The penalty is £80 per parent per pupil and if not paid within 21 days this will increase to £160. Failure to pay the full amount within 28 days will result in a summons to appear in the Magistrates Court on the grounds that you have failed to ensure your child's regular attendance at school.

1. To be completed by the parent or carer with whom the child normally resides. If the request is being made for more than one child, please complete one form for each child.			
School Name	Sir William Robertson Academy		
Name of Pupil		Class	
Address			
Dates Requested	From: (1 <sup>st</sup> date of proposed absence)	To: (last date of absence)	Return to school date
			Total School Days
Supporting Information and the reason for the leave of absence request. Please attach any evidence to support your Request.			

Please **do not** make any arrangements until you have confirmed with the school that the leave of absence is granted

2. I confirm that I am the parent or carer with whom the child listed in section 1 resides			
Signed:		Please Print Name:	
Date:		Relationship to child	
For School Use Only:	Date Application Received:		

## School Response to Application Leave of Absence during Term Time

Details of Application (To be completed by the School)		
Name of Pupil		
Address		
Name of person requesting the leave of absence and their relationship to the child		
Dates Requested	From: (1 <sup>st</sup> date of proposed absence)    To: (last date of absence)	Total School Days
Current Attendance (%)		
Has a holiday been taken in term before?	Yes      No	

Decision following consideration of Application	
I have considered your application for leave of absence based on the information provided and my decision is confirmed below:	
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div>           Authorised Absence <input style="width: 40px; height: 20px; border: 1px solid black;" type="checkbox"/> </div> <div>           Please tick as appropriate         </div> </div> <p>On this occasion I am <u>able</u> to authorise the leave of absence as I feel that the reasons provided are exceptional. The absence will be recorded on the school register as authorised.</p> <p>Signed: _____</p>	<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div>           Unauthorised Absence <input style="width: 40px; height: 20px; border: 1px solid black;" type="checkbox"/> </div> <div>           Please tick as appropriate         </div> </div> <p>On this occasion I am <u>unable</u> to authorise the leave of absence as I do not consider the reason provided to be exceptional. Should you go ahead with the proposed leave, the absence will be recorded as unauthorised on the school register.</p> <p>Signed: _____</p>

If the leave of absence has not been authorised by the Headteacher, the information will be submitted to the Education Inclusion Service who may issue a Penalty Notice or take other legal intervention if there are 10 or more consecutive or non-consecutive unauthorised absence sessions (5 days). Penalty Notices were introduced as an alternative to prosecution but if they fail to act as a future deterrent, prosecution may be considered, rather than a further Penalty.

- If paid within 21 days the Penalty Notice is £80 per parent or carer, per child
- If paid after 21 days but within 28 days the Penalty Notice increases to £160 per parent or carer, per child
- If a second penalty fine is issued to the same parent/carers for the same child within a 3-year rolling period, the fine will automatically rise to £160 with no option to pay the lower rate of £80
- If a parent/carers then commits a third offence in a 3-year rolling period, the local authority will need to consider other enforcement
- If the Penalty Notice remains unpaid after 28 days this will result in prosecution

For School Use Only: <b>A copy MUST be retained by the school</b>	Date Returned to Applicant:
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