

Application for Exceptional Leave of Absence During Term-Time

If you would like to apply for permission for your child to be absent from school you must complete this form and return it to the school for authorisation **AT LEAST 10 DAYS IN ADVANCE** of the proposed leave.

Parents / carers do not have the right to take their child out of school during term-time. By law, you must ask permission for exceptional leave of absence during term-time. If you take your child out of school without authorisation you risk receiving a fixed penalty fine.

Penalty Notices are requested by schools and academies and issued by the Local Authority to the parents/carers of statutory school age children, per parent, per child. For example: two children in a family absent from school for a leave of absence may result in each parent receiving a Penalty Notice for each child at the below rates.

First offence - The first time a Penalty Notice is issued the amount will be: £80 per parent, per child paid within 21 days. This increases to £160 per parent, per child if paid after day 21, until day 28. Any non-payment of the Penalty Notice may be referred to the Magistrates Court.

Second Offence (within 3 years) - the second time a Penalty Notice is issued the amount will be £160 per parent, per child paid within 28 days. Any non-payment of the Penalty Notice may be referred to the Magistrates Court.

Third Offence and Any Further Offences (within 3 years) - the third time an offence is committed a Penalty Notice will not be issued, and the case may be presented straight to the Magistrates' Court under s.444 of the Education Act (1996) or other legal interventions considered. The Magistrates' Court can order fines up to £2500 per parent, per child.

Parent fines for unauthorised absences will also be brought under a national framework to help tackle inconsistencies in their use. A fine to parents must be considered if a child misses 5 days of school for unauthorised absence, this could be for holidays, lateness and unauthorised absences or a combination of all within a 10-week period. Please be aware that Councils retain discretion to issue one before this threshold is met. **These do not have to be consecutive.**

An example of this would be:

Four sessions in term time (1-day unauthorised absence & 1-day holiday) plus six instances of arriving late (U Code), would result with a fine. 1 day = 2 sessions (AM & PM)

TO BE COMPLETED BY PARENT / CARER					
Surname of child:		First name:			
Year Group:		D.O.B.:			
Surname of parent / carer:		First name of parent / carer:			
Address of child:		Telephone number(s):			
Postcode:					
Please state the exceptional circumstances that require you to apply to take your child out of school during term-time instead of making arrangements for the proposed activity to take place during the school holidays. The cost, convenience or availability of a particular holiday will not be taken into consideration.					
<u>Reason:</u>				Information provided by parent / carer will be checked by school	
Would (s)he miss any national tests of examinations?				Yes	No
Is her / his attendance already below 96%?				Yes	No
Is the requested absence during the month of September?				Yes	No
Would (s)he be absent for more than 10 school days?				Yes	No
Has (s)he already had leave during term-time this academic year?				Yes	No
Has your son/daughter already had a leave of absence request authorised this academic year?				Yes	No
Does your child have any siblings at Horsforth School for which you are requesting leave of absence?				Yes	No
Does your child have any siblings at another school for which you are requesting leave of absence?				Yes	No
If you have answered 'yes' to the previous question, please state which school(s) your other children attend;.					
If this request is approved will his / her absence exceed 10 days in this school year?				Yes	No
Is the request for a religious observance?				Yes	No
Length of absence (school days):		From (date):		To (date):	
Parent / carer signature:					
TO BE COMPLETED BY SCHOOL					
Further information required:				Yes	No
<u>Headteacher's comment:</u>					
Signed:	Name:	Designation:	Absence Approved:	Yes	No