



Claremont Primary School

Dear Parents/Carers

Request for Leave of Absence During Term Time

The Department for Education has amended the regulations and guidance in relation to absences in term-time. There is now no automatic right to take your child out of school during term time. From September 2013, the Department for Education amended the Pupil Registration Regulations removing the Headteacher ability to authorise leave of absence for the purpose of a family holiday.

Following this amendment, requests for holidays in term-time will not be authorised as the Regulations only allow me to authorise absence (leave) in 'exceptional circumstances'. An 'exceptional circumstance' would have to be defined as an unavoidable cause e.g. a one-off emergency situation which prevents the child from attending school.

Requests for absence (leave) will be considered individually but only where there are exceptional circumstances. There is no right of appeal as the authorisation of the absence is the sole responsibility of the Headteacher. The Headteacher cannot give retrospective approval so any request should be **made in advance by at least 2 weeks**.

Exceptional Circumstances may include:

- Family trauma, a serious illness/death of close relative/person to the family
- To attend a wedding or funeral of a person close to the family
- Attending celebrations in line with culture and/or religion
- Where an employer stipulates that holiday has to be taken during a set period (letter from employer is required as evidence)

All requests for leave of absence must be made using the form on the reverse. Completed forms must be returned to the school office. Please note that email requests for leave of absence will not be considered unless accompanied by this form. A response will be sent to you as soon as possible. If the absence requested is not considered to be an exceptional circumstance, and you nonetheless take your child out of school, the absence will be recorded as unauthorised in line with County Council guidance.

In the case of an unauthorised absence the **Local Authority Attendance Service** monitor these. Should the incidence of unauthorised absences be judged of concern Penalty Notices are issued to each parent for each child taken out of school. A Penalty Notice is a fine of £60 which increases to £120 if not paid within the first 21 days. If the Penalty Notice remains unpaid this will result in further legal intervention.

Claremont has maintained an excellent attendance record for many years. Please be reassured that despite this legislation the school will continue to place the needs of the children first, seek to work with families to overcome barriers to learning and aim to provide the best environment for children and families to thrive and achieve. I have always believed that the vast majority of parents have the wisdom to judge when an absence is in their child's best interests. Claremont however, must be seen to act in line with regulations.

Yours sincerely

Mrs Candi Roberts
Headteacher

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

If, after reading the letter on the reverse, you consider you have exceptional circumstances to request a leave of absence during term time, please complete this form and return to the school at least 14 days before the date you wish to remove your child from school.

Pupil Name Class

First day of absence Date of return to school

Total number of school days missed

Reason for absence (including any exceptional circumstances). Please attach any supporting evidence e.g. wedding invite)

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I have read the letter overleaf and understand that if the request is unauthorised the Local Authority Attendance Service monitor absence taken and may decide to issue a Penalty Notice. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £60 which increases to £120 if not paid within the first 21 days. I understand that if I do not pay this will result in legal action.

Name of Parent/Carer making application

Signed Dated

(Please ensure you are giving at least 14 days' notice of the proposed absence)

For office use:

Attendance to date % Absence previously authorised days

AUTHORISED: Your request has been authorised for the following dates: ---/---/--- to ---/---/---
and will be registered as authorised on your child's record

UNAUTHORISED: Your request has been unauthorised for the following dates: ---/---/--- to ---/---/---
and will be registered as unauthorised on your child's record

Signed by Headteacher..... Date ---/---/---