



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.

The Department for Education allows a Headteacher to grant a leave of absence if there are **exceptional circumstances**. These may include Religious Observance, being educated off-site, attending an interview, medical/dental appointments, approved sporting activity, family weddings, funerals, or family holiday where the employer has written to school to explain that the holiday cannot be taken at any other time of the year. In determining whether or not an absence in such circumstances can be authorised, it is for the head teacher to determine the number of days a child can be away from school if the leave is granted.

If your request falls into this category you will need to **complete the form** on the reverse of this notification (the school office have copies). 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 **Education Support, Behaviour and 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.

All absence requests must be completed on the attached form and should be returned to school at least 14 days before the start of the absence.

Should you have any queries please refer to the Department of Education website/amendments to school attendance article:

<http://www.education.gov.uk/school/pupilsupport/behaviour/attendance/a00223868/regulations-amendments>

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

NB. Application Form below

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

Home Address

First day of absence Date of return to school

Total number of days missed

Exceptional circumstances are as follows:-

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I have read the letter overleaf and understand that if the request is unauthorised the Education Support, Behaviour & 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)

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Pupil Name Class

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 Head Teacher ---/---/---