

## Alderman Jacobs School Application For Leave Of Absence in Exceptional Circumstances

I would like to request a leave of absence from **Alderman Jacobs School** from (date):..... to..... (last date off school)

Name of Child:.....

Class:.....

Name of Adults attending the trip and relationship to the child:

.....  
.....

Leave will only be granted in exceptional circumstances. Please explain the exceptional circumstances which justify this request for time off in term time.

.....  
.....  
.....

.....  
.....  
(Signature of Parent/Carer) (Date)

### **School's Response**

Your request is:      Authorised       Unauthorised

Signed: ..... Date: .....

***Please read explanatory notes overleaf***

### ***Explanatory Notes***

#### **PLEASE READ THE FOLLOWING INFORMATION CAREFULLY**

As a parent or carer you are strongly urged to avoid leave of absence from school during term time. Should this be absolutely unavoidable then you should fill in the school form and return it to the school office prior to the absence.

Children of compulsory school age who are registered at a school must, by law, attend that school regularly. Regular attendance is the best way of ensuring that a child makes the most of the educational opportunities available to him or her.

When a child is absent from school, he or she misses not only the teaching provided but is also less prepared for the lessons after his or her return.

There are only 190 statutory school days in one year and 175 days (weekends and school holidays) available to use for holidays or leave. Therefore, every school day counts!

Details of Cambridgeshire schools' term and holiday dates are available on the [school term dates](#) page.

The government implemented new legislation that came into effect from September 2013 which means schools may only authorise leave of absence in **exceptional** circumstances. A parent or carer does not have any right to leave of absence during term time and if your request is refused the absence will be recorded as unauthorised. This could result in legal action being taken or a Penalty Notice being issued by the Local Authority.

Failure to ensure a child's regular attendance at school is a criminal offence. If with support from the school's attendance officer and/or the Local Authority, your child's attendance does not improve, the Local Authority will consider one of two actions:

**Penalty Notice.** We can give each parent a fine of £60, which rises to £120 each if you do not pay within 21 days. If payment is not received within 28 days from the issue of the penalty notice, we may prosecute you for the offence of 'irregular attendance'. You could then be subject to a fine of up to £1,000 on conviction.

**Prosecution in the Magistrates' court.** Both parents could get a fine of up to £2,500, a community order or a jail sentence up to three months each. The court may also give you a Parenting Order.

The offence will apply to each child individually. Both parents are liable for the offence. The Education Act considers each 'responsible adult' as a 'parent'. This includes a family friend or relative if the child lives with them and they provided day-to-day care.

Should leave of absence be taken after permission has been withheld then this will be recorded as unauthorised absence. This will appear both in the school register and in your child's report. Persistent unauthorised absence may result in the involvement of the Education Welfare Officer and possible legal proceedings.

**Issues parents need to be aware of** ~ Should a school not agree to grant leave and the parents take their child on holiday regardless then this will be counted as unauthorised absence ~ this is the same as 'truancy'. (Schools are now legally required to record as a specific category all absences which accrue as a consequence of family holidays which have been taken without authorisation). Should leave be granted but the child remain absent for longer than agreed then this extra time will be recorded as unauthorised absence.

Should a child fail to return to school within 10 school days of the agreed return date and there is no contact from the parents the school may remove the child's name from the school roll. The school may also inform its Education Welfare Officer. In these circumstances the parents would be responsible for ensuring that their child was registered at and attended another school. (In such circumstances parents would not be entitled to receive any assistance with regard to transport).