

St. Andrew's C of E Primary School

Sand Street,
Soham,
Cambridgeshire,
CB7 5AA



Application for Leave of Absence

Education (Pupil Registration) Regulations 2024

Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Exceptional circumstances are defined as:

- Forces personnel on leave from a foreign posting
- Exceptional significant family events or circumstances

The headteacher will consider any of the above requests individually but the following will not meet the criteria:

- Holidays in England or abroad
- Family day trips
- Relatives coming to visit
- Visiting family/friends that have different half term holidays and may include refusal to attend family weddings and visits to see families abroad

Parents are asked to note that leave will not be granted under any circumstance:

- If a child's attendance record over the previous 20 week period is less than 95% - even if any previous absence was due to unavoidable causes such as illness: or
- If the period of leave coincides with the start of term, or is near to, or coincides with, tests, SATs, exams or significant events in the school calendar.

UNAUTHORISED TERM TIME LEAVE (Includes Holiday): Any parent who takes a child out of school for term time leave of 10 consecutive sessions of more (5 days) not authorized by the school (under the exceptional circumstances rule), may receive a fixed penalty fine (£80 per responsible adult per child). Previous penalty notices from the last 3 years will be taken into account when a period of term time leave is taken after the 19th August 2024. Therefore, if parents have already received one penalty notice in the last three years, they will get a fine of £160 per parent per child for their next one. If they have received two or more in the last three years, they should expect to be referred for prosecution, which could result in a fine of up to £2500 and/or a term of imprisonment of up to 3 months per parent.

For a full breakdown on the Leave of Absence guidelines, please see our website.

Tel: 01353 720345

Email: office@st-andrews-pri.cambs.sch.uk
Website: <https://standrews.demat.org.uk/>



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I request that(Name of Child)

Be granted leave of absence from classat St Andrews CE Primary School

From.....until.....a period of.....school days

The exceptional reason why the absence needs to be taken in term time is (continue on separate sheet if necessary)

.....
.....

Signed.....Parent/Carer

Please indicate if your child has a sibling at another school for whom you are applying for a separate Leave of Absence.

Name of other child.....Name of School.....

Approved by Headteacher

Declined by Headteacher

Signed by.....Mrs Rebecca Ireland-Curtis