



Wisbech St. Mary Church of England Academy

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APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

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 complete the attached application form for you to request permission for your child to be absent from school. Before completing the application form, please read these notes carefully.

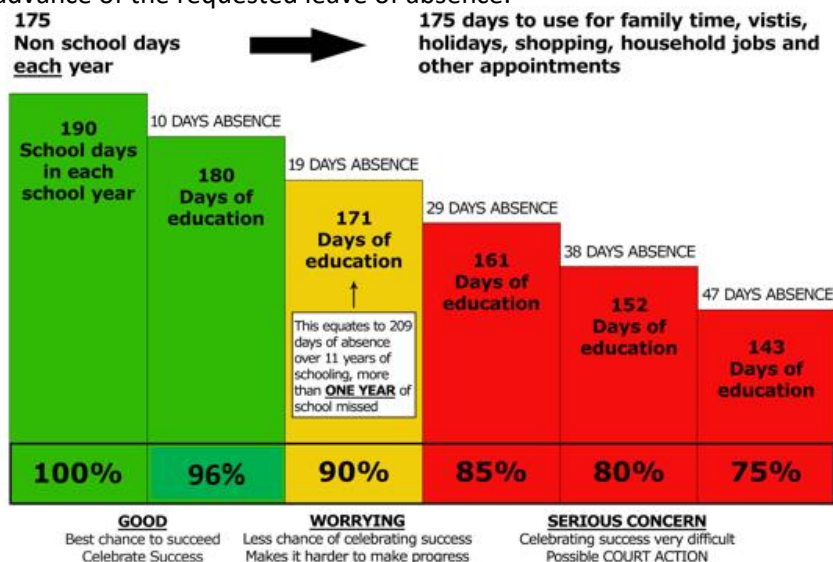
- The government implemented legislation states that a parent or carer does not have any right to leave of absence during term time and that the Headteacher may only authorise leave of absence in **exceptional** circumstances. A holiday does not fall under exceptional circumstances.
- It is required that all requests are made at least **2 weeks in advance**, in writing (attached form).
- If leave is taken after permission has been refused then this will be recorded as unauthorised absence. This will appear in both the school register and in your child's report. This will then be drawn to the attention of the Attendance Improvement Officer and may result in their involvement and possible legal proceedings. You may also be liable for a penalty notice.



Did you know that you can be fined for taking your child on holiday during term time without the school's permission? The issuing of Penalty Notice fines is an enforcement action used by Local Authorities to deter parents taking holiday during term time. The Local Authority can give you a fine of £80, which rises to £160 if you don't pay within 21 days. This is under new Government legislation which came into force on August 19th 2024. If you don't pay the fine after 28 days you may be prosecuted for your child's absence from school. The fine for a subsequent absence in a 3 year period could mean a fine of £160. A third absence in the 3 year period will not be liable for a penalty notice, but could trigger a prosecution.

NB: The school does not receive any of the monies paid to the council for penalty notices.

Having read these notes, if you still wish to apply for a leave of absence for your child during term time then please complete the application overleaf. This form should be returned to school at least 2 weeks in advance of the requested leave of absence.



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RETURN COMPLETED APPLICATION TO SCHOOL AT LEAST 2 WEEKS IN ADVANCE OF INTENDED ABSENCE

Pupil's Name _____ Class _____

I wish to apply for my child to be absent from school during the following dates:

Date of last day at school ___/___/20___ Date of return to school ___/___/20___

Total number of school days missed _____

Reasons for absence from school:

- Holiday
- Other exceptional circumstances – please give details below

Please list adults who are attending (if left blank, we will assume that this is the person completing the form and any other adults in the household)

I make application for my child named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a Penalty Notice or a Summons for irregular school attendance.

Name of parent/carer application _____

Signed _____ Date ___/___/20___

For office use only.

Your request has been:

- Approved: This absence meets the criteria for authorised absences due to its exceptional/unavoidable circumstances
- Refused: This absence does not meet the criteria for authorised absences. Any unauthorised holidays taken during term-time may result in a penalty notice issued by the Local Authority.

Signed _____ (Headteacher) Date ___/___/20___

A COPY OF THIS FORM WILL BE COMPLETED AND RETURNED TO THE PARENT MAKING THE REQUEST.

