William de Yaxley C of E Academy

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

Attached is an application form for you to request permission for your child to take a leave of absence from school during term time. **Before completing the application form, please read these notes 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 this form and return it to the Office at least two weeks prior to the absence.

The law states that you do not have the right to take your child out of school for holidays during term time. By law you must ask permission for your child to miss school. If you fail to gain the school's permission you risk receiving a Penalty Notice per parent, per child. William de Yaxley Academy expects attendance at school to be 100% unless there are exceptional or unavoidable reasons for absence, which would then be authorised. New Government Legislation came into effect from September 2013 which states that Headteachers must not grant any leave of absence during term time unless there are exceptional circumstances. Therefore William de Yaxley Academy will not consider authorising an absence in relation to any holiday during term time unless exceptional circumstances are detailed on the Leave of Absence Request Form, and handed in before any absence is taken. In April 2017 the Supreme Court upheld the ban on parents taking their children out of school for family holidays during term time.

Each request for absence will be considered on an individual basis, having regard to the government guidelines and each pupil's performance and attendance record. Authorisation for term-time leave of absence will not be granted unless there are exceptional one off circumstances which might justify it. Leave will not be granted if it coincides with a period of statutory assessments. Whilst an authorised absence may very occasionally be granted for an exceptional circumstance, it is entirely William de Yaxleys' decision and this is not a parental right. Parents/Carers should be advised that absence without the consent of William de Yaxley could result in legal action being taken, or a Penalty Notice being issued by the Local Authority. If the school refuses your application and you still take your child out of school, the absences will be treated as unauthorised. This will appear both in the school's register and your child's report. Persistent unauthorised absence may result in the involvement of the Education Welfare Officer and possible legal proceedings.

If a pupil takes unauthorised term time leave for 10 consecutive sessions or more (generally 5 days) they will be subject to a penalty notice. The fine for a penalty notice is £80 per parent, per child. This increases to £160 if paid after 21 days but within 28 days for pupils who are of statutory school age. If a penalty notice remains unpaid, parents may be the subject of court proceedings for failing to ensure the regular school attendance of their child and this could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months per parent.

For second offences of unauthorised term time leave (10 consecutive sessions or more) within a three-year rolling period, the fine is a flat £160 per parent, per child.

For the third offence in a three-year rolling period, the referral will be automatically considered for prosecution in relation to Section 444 Education Act 1996.

These fines will apply to term time leave taken after 19th August 2024.

Having read these notes, if you still wish to apply for a leave of absence for your child during term-time, please sign this page and complete and sign the application overleaf. This form should be returned to the school office as far in advance of the proposed holiday as possible.

Signed ……. Parent/Carer Print Name ……..

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Child's Name …… Year ……

I request that my child be granted leave of absence from William de Yaxley Academy from

……..... to …… (Inclusive dates). …… days.

Please give full details of the exceptional circumstances for your request to take your child out of school during term time: Please continue on another sheet if required and provide copies of any relevant supporting paperwork with this application.

Name(s) of parent/carer taking the child on leave……

Sibling at other local school Yes/No Name of School Sibling attends ……

Signature of Parent/Carer …… Date ……..

For office use only: This request as at ……..

Total number of days requested ..... Days taken this academic year ……

Total this academic year: (prior to this request) Authorised Unauthorised * %attendance

Total last academic year: Authorised Unauthorised * %attendance

*Code with explanation

Application for Leave of Absence **Reply Slip for School Use Only**

Child's Name …….. Class ……

Attendance this Academic Year ……..% Days previously taken as leave this Academic Year ……..

Decision for this request: Authorised Unauthorised

Dates from …… to ……..

Comments: ……

Signed: ……...……Attendance Leader on behalf of the Headteacher and Governors

Date: ……..

Unauthorised absences of 5 days or more will be liable to a penalty notice. This will be issued to all people with parental responsibility. Please see full policy on our website www.williamdeyaxley.cambs.sch.uk.