

**APPLICATION FOR LEAVE OF ABSENCE IN TERM TIME**  
**Church of Ascension Church of England Primary School**

**PLEASE SEE IMPORTANT INFORMATION RELATING TO TERM TIME HOLIDAYS ON SIDE TWO**

<u>Pupil(s) Details</u>		
Full Name _____	Class _____	DOB _____
Full Name _____	Class _____	DOB _____
Full Name _____	Class _____	DOB _____

<u>Parent/Carer Details One</u>	<u>Parent/Carer Details Two</u>
Full Name: _____	Full Name: _____
Relationship: _____	Relationship: _____
Address: _____ _____	Address: _____ _____

<u>Details of Absence Request</u>
From Date: _____ To Date: _____
Number of school days requested: _____
Please state the reason for absence: _____ _____
<b>Please include flight details and/or medical evidence, if applicable, when submitting this request.</b>
Please sign below to confirm you have read the Local Authority's guidance on term time holidays on <b>side two</b> .
Parent /Carer <b>One</b> signature: _____
Parent / Carer <b>Two</b> signature: _____
(Signature required from parent (s) or carer(s) who live with child or who has day-to day care of the child/children)

<u>For Office use only</u>
Leave of Absence request received by: _____ Date: _____
Attendance of Child/ren: _____% _____% _____% Number of Previous Holidays taken in Term Time: (    )
Leave of Absence request:    AUTHORISED (    )            UNAUTHORISED (    )
To be referred to the Local authority -    YES (    )            NO (    )
Signed by Headteacher: _____ Date: _____

### **IMPORTANT INFORMATION**

***There is no automatic entitlement in law to time off in school time to go on holiday*** and the government made an amendment to the Education (Pupil Registration) (England) Regulations 2006 in September 2013 to reflect this.

*Therefore, it is a rule of this school that a leave of absence shall not be granted in term time unless there are **exceptional circumstances**, irrespective of the child's overall attendance. Only the headteacher (not the Local Authority) or his/her designate may authorise such a request and all applications for a leave of absence must be made in writing/on an application form provided by the school. Where a parent/carer takes a leave of absence to which the application was refused or takes a leave of absence where no application was made to the school, the issue of a penalty fine (upon a return from such leave) by the Local Authority may be requested.*

### **Penalty Notice Fines for School Attendance Is Changing**

*From August 19<sup>th</sup> 2024, the Government have introduced a new 'national framework for Penalty Notices'. The changes apply from 1<sup>st</sup> September 2024.*

*There are significant changes that parents need to be aware of:*

- If your child has 10 sessions of unauthorised absence in a 10 school week rolling period, you may be issued with a Penalty Notice. These 10 sessions may include any unauthorised absence, including leave in term time and do not have to be consecutive.*
- Penalty Notices are increasing to £160 from September 2024. This can be reduced to £80 but only for the first Penalty Notice issued, if paid within 21 days – this reduction does not apply to any subsequent Penalty Notice.*
- Any 2<sup>nd</sup> Penalty Notice, to the same parent for the same child, issued within three years of the date of the first Penalty Notice will be charged at a flat rate of £160*
- A third Penalty Notice will not be issued within a three-year rolling period, to the same parent for the unauthorised absence of the same child, – alternative action or legal measures will be utilised for subsequent offences.*

**Please note that each school day has 2 sessions (am and pm), so 10 sessions equate to 5 school days.**

Unauthorised attendance codes are:

**'O'** unauthorised absence.

**'G'** unauthorised holiday in term time.

**'U'** unauthorised late arrival.