



**Name of School:**  
**ST JOHN'S COMMUNITY PRIMARY SCHOOL AND NURSERY**

**APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL  
DURING TERM TIME**

**Please note: taking your child out of school during term time could be  
detrimental to your child's educational progress**

Full name of child(ren)

Address

Leave requested from \_\_\_\_\_ to \_\_\_\_\_

Total number of school days \_\_\_\_\_

Reason for application:

**Please note: The Head Teacher cannot authorise family holiday**

**I/we have read the information on the reverse of this application and would like  
to formally request the leave of absence as shown.**

Signature of parent(s)/carer(s) \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

The Head Teacher will consider your request for leave of absence following  
government guidelines.

The Head Teacher may only grant leave of absence in exceptional circumstances not  
for a family holiday.

Your request for leave of absence from school during term time has been considered  
and has been agreed/not agreed.

Signature of Headteacher \_\_\_\_\_

Please note: Retain the original signed and completed forms in school records and  
ensure a copy is returned to the parent/carer of the student to confirm authorisation.

## **Leave of absence during Term Time**

You are required under the Education Act (1996) to ensure your child attends school regularly. There is however, a discretionary power to allow leave of absence in exceptional circumstances during term time. This is not an entitlement and purely at the discretion of the schools head teacher. Schools should not authorise absences if they believe it is to the detriment of a student's education or if the absences are during school exam periods and SAT's.

Before completing this application we would advise that you consider very seriously how the absences will affect your child's education. National statistics show 10 days absence in any academic year does have a negative effect on attainment. Schools are not obliged to provide work for students taking leave of absence; however some schools may choose to do this.

The government advises that any refusal of leave of absence must be recorded as unauthorised by the school on the student's records. As you may be aware unauthorised absences may result in legal proceedings against you either through a Fixed Penalty Notice or the Magistrates' Court.

**Discuss with the school any request for leave of absence prior to making a booking. Your child's school may have a designated person for this. It is the parent/carers responsibility to ensure you receive confirmation from the school before the leave is taken. Do not assume permission is granted if you have not received written confirmation.**

If the head teacher does not approve an application for a leave of absence an appeal can be made through the Governing Body. This cannot be made retrospectively.

### **Fixed Penalty Notices**

With the implementation of the Anti Social Behaviour Act (2003) the Local Authority has statutory powers to use Penalty Notices to help tackle irregular school attendance and unauthorised absences. An unauthorised absence is any absence that the school has not given permission for or the parent/carer has been unable to provide a reason for the absence, which is acceptable to the school.

The school will discuss with the Local Authority any cases of unauthorised absence and whether the issuing of a Penalty Notice would be appropriate. A Penalty Notice is an alternative to a prosecution to the offence and can be issued when it is felt that parents/carers are failing in their legal responsibility to ensure their child attends school regularly.

The penalty is in the form of a £60 fine per parent/carer per child payable within 21 days, this increases to £120 payable per parent/carer per child within 28 days. Failure to pay usually results in prosecution in the Magistrates' Court.

\*(Academic year =school year from September to July)