



# Elveden C of E Primary Academy

## Request for Pupil Leave of Absence

Education (Pupil Registration) Regulations 2016

This form requesting Leave of Absence should be completed by the parent and forwarded to the Head Teacher **AT LEAST A MONTH BEFORE** the period of absence.

Parents **do not** have the right to take children out of school for a holiday during term time. The school may, grant authorised absences in exceptional circumstances. **These are limited to:**

- Leave for a religious ceremony (If this takes place outside of the UK, 3 days/6 sessions will be authorised. 2 days travelling and 1 day for the ceremony)
- Leave if a child has a parent in the armed forces which determines when they are able to take leave. Written confirmation that leave is regulated will be required from the Commanding Officer along with this form. The parent in the armed forces must be travelling with their family.

**There is no absolute right for parents to remove their child from school for an absence and expect the Headteacher to authorise that absence.**

.....  
**Leave of Absence Form**

**Date form completed** \_\_\_\_\_

To: The Head Teacher

Name of Child

Date of Birth

Class

I being the parent of the above named child/ren, request that you consider allowing my child/ren to be absent from school.

State reason for this period of absence taken during term time \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that the school strongly advises against taking unnecessary absences during term time, as this will disrupt educational progress. I accept that if I choose to remove my child/ren it may have a detrimental impact on their progress and that the school cannot be expected to provide extra work to compensate for the missed time.

I also accept that if the request is not authorised I will be liable for a penalty notice fine.

Requested period of absence from \_\_\_\_\_ to \_\_\_\_\_

Number of days absent: \_\_\_\_\_

Parent Signature \_\_\_\_\_  
\_\_\_\_\_

**For School use only: You will be informed of our decision in writing within 10 working days**

Authorised

Unauthorised

Head Teachers Signature \_\_\_\_\_

Date \_\_\_\_\_

**PLEASE READ THE GUIDANCE BELOW IN CONJUNCTION WITH OUR SCHOOL ATTENDANCE POLICY WHICH CAN BE FOUND ON OUR SCHOOL WEBSITE OR REQUESTED FROM THE SCHOOL OFFICE**

### **The legal basis for penalty notices**

The law says that parents and carers whose children of compulsory school age are absent from school without good reason are committing an offence, and those parents may be prosecuted in the Magistrate's Court. Section 23 of the Anti-Social Behaviour Act 2003 introduced additional powers under Section 444 of the Education Act 1996 authorising local authorities to issue penalty notices in cases of **unauthorised absence** from school.

### **When will a penalty notice be issued?**

The school will submit a penalty notice referral to the local authority that has the responsibility to issue penalty notices in the following situations where unauthorised absence occurs:

- Where a pupil has taken holiday during term-time and the absence was not authorised by the school.
- Where a pupil is stopped with parents/carers during a truancy sweep and the absence is not authorised by the school
- Where a pupil has missed at least 8 sessions (4 school days) due to unauthorised absence during an academic year. These do not have to be consecutive unauthorised absences.

### **How do I pay and what happens if I don't pay the penalty notice?**

Details of payment arrangements will be included on the penalty notice which you will receive from Suffolk County Council. The penalty must be paid in full to Suffolk County Council. The penalty is £60 per parent per child if paid within 21 days. This increases to £120 per parent per child if paid after 21 days.

If you do not pay the penalty in full within 42 days of issue, the Local Authority is required to start legal proceedings against you in the local Magistrate's Court for the original offence of failing to ensure your child attends school regularly. This may lead to a fine of up to £1000.