



# Barnes Farm Infant and Junior Schools as part of the Chelmsford Learning Partnership



## APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Leave of absence may only be granted by a person authorised in that behalf by the proprietor of the school. As from 1st September 2013, the Education (Pupil Registration) (England) (Amendment) Regulations 2013 amended Regulation 7 to prohibit the proprietor of a maintained school from granting leave of absence to a pupil, except where an advance application has been made by the parent with whom the pupil normally resides, and the proprietor considers that there are exceptional circumstances relating to the application.

Taking your child out of school during term time could be detrimental to your child's educational progress. A pupil who takes 10 days absence will only attain 94.7% attendance in the year. 10 days absence also means the pupil will miss 50 hours of education.

There is no entitlement to parents to take their child out of school during term time, however, you may apply to the school for leave of absence if you believe there are exceptional circumstances. If the absence is not authorised and the holiday is taken, the case may be referred to the Missing Education and Child Employment Service who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent for each child taken out of school.

*In considering exceptional circumstances, the schools are guided by the attached principles.*

**Please complete one application per child.**

Name of Child	
D.O.B:	
Class:	

**Date of First Day of Absence:**

**Date of Return to school:**

**Number of School Days Requested:**

Do you have another child at a different school? YES      NO      (please circle)

If YES - Name of school \_\_\_\_\_

Child's name and Yeargroup \_\_\_\_\_

**Important: A letter must be attached to this request, outlining the 'exceptional circumstances' for which a leave of absence is being applied for.**

**Signed:**

**Name:**

**Date:**

School Office use only

Date Application received			
Date Application processed			
Letter sent	Yes	No	
Outcome	Auth	Unauthorised	Total



## **Guiding Principles<sup>1</sup>**

‘Exceptional circumstances’ should be ‘rare, significant, unavoidable and short’

1. Term times are for education. This is the priority. Children and families have 175 days off school to spend time together, including weekends and school holidays. Head teachers will rightly prioritise attendance.
2. The decision to authorise a pupil’s absence is wholly at the head teacher’s discretion based on their assessment and merits of each request
3. If an event can be reasonably scheduled outside of term time then it would not be normal to authorise absence for such an event – holidays are therefore not considered ‘exceptional circumstances’
4. Absences to visit seriously-ill relatives or for a bereavement of a close family member are usually considered to amount to ‘exceptional circumstances’, but for the funeral service and travelling time only, not for extended leave
5. Absences for important religious observances are often taken into account, but only for the ceremony and travelling time, again, not for extended leave. This is intended for one-off situations rather than regular or recurring events
6. Schools may wish to take the needs of the families of service personnel into account if they are returning from long operational tours that prevent contact during scheduled holiday time
7. Schools have a duty to make reasonable adjustments for pupils with special educational needs and/or disabilities
8. Families may need time together to recover from a trauma or crisis
9. It is acceptable to take a pupil’s record of attendance into account when making absence-related decisions
10. It is important to note that head teachers can determine the length of the authorised absence as well as whether a particular absence is authorised.

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<sup>1</sup> NAHT Guidance on authorised term-time pupil absence



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**Outcome**

Dear Parent / Guardian / Carer of: .....

As a result of your application for leave of absence the following outcome has been reached:

✓ **Number of Authorised sessions** .....

× **Number of Unauthorised sessions** .....

.....  
.....

*Please note that the school day is divided into two attendance sessions (Morning and Afternoon)*

If absence has been authorised the expected due date of return to school for your child is:

If your child is unable to return on this day, you are expected to contact the school as soon as possible

If your child does not return and no contact is made with the school, a referral to the Missing Child and Employment Service (MECE) will be made which may lead to a fixed penalty notice being issued or a prosecution made

Signed ..... Headteacher    Date .....