

Crookesbroom Primary Academy

Application for Leave of Absence 2018/2019

(Please read the notes overleaf before completing this form)

Name of Pupil	Class	Attendance 2017/18	Attendance 2018/19

Parents/Carers Full Name	Date of Birth	Address
1.		
2.		

Request for Leave of Absence

Date of first day of leave	
Date of last day of leave	
Return to school date	
Name of adults accompanying pupil(s)	Relationship to pupil

Reason for the request
Signature:

Has a leave of absence been taken in term time before?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	(Please tick)
Reason for previous leave of absence			

Authorised

Not Authorised

Head's Signature:

Print Name:

Date:

Notes for Parents Completion of Application for Leave of Absence

*The **Education (Pupil Registration) (England) Regulations 2006** (Amended September 2013) make it clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if leave is granted and may make the decision following advice from the local authority.*

Any absence during term time destroys the continuity of the child's education and reduces chances of success. Absence in the weeks prior to SATS tests or external examinations will also disrupt revision and omit the reassurance that school staff can provide during the preparation period. Absence during years 6,7,10 and 11 and at the beginning of the academic year also has a negative impact on transition and assessments.

Please complete the form overleaf and return it to the Headteacher for any leave of absence request for the school year 1st September 2018-31st August 2019

This will enable the school to decide if your application can be granted under the Regulations.

Any absence for a leave of absence which does not meet the criteria of being 'an exceptional circumstance' will be marked as unauthorised absence.

If your child has absence marked as unauthorised, you may be issued with a Fixed Penalty Notice for this period. It should be noted that BOTH parents would be at risk of a FPN for each child of the family with a period of unauthorised absence from school.

PENALTY NOTICES FOR UNAUTHORISED HOLIDAYS DURING TERM TIME

Section 23 of the Anti Social Behavioural Act 2003, brought into force powers to Local Authorities Officers, Headteacher and the Police to issue Penalty Notices in authorised absences for school.