



## APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE REQUEST DURING TERM TIME

Following amendments in law to The 2006 Education (Pupil Registration) (England) Regulations, "leave of absence during term time shall not be granted unless there are exceptional circumstances". Cotgrave Candleby Lane School will not authorise any leave of absence unless it meets the exceptional circumstance criteria which is outlined on the school attendance policy and on the back of this form.

If you are requesting a leave of absence for your child/children during term time, please complete this form and return it to the school office.

<b>Childs Name:</b>		<b>Class:</b>	
<b>Dates of requested absence:</b>			
<b>Total number of school days that would be missed:</b>			
<b>Exceptional circumstances for which leave of absence is being applied for:</b>			

**This request must be made at least 4 weeks prior to the requested absence when possible.**

I make application for my child to be granted authorised leave of absence from school. I understand that if this is not granted and I take my child out of school the absence will be treated as unauthorised and I may receive a Penalty Notice from the Local Authority.

Unauthorised absences may lead to prosecution by the Local Authority for failing to secure your child's regular attendance.

<b>Name of Parent/Carer making application:</b>			
<b>Signed:</b>		<b>Date:</b>	
<b>Contact Telephone Number:</b>			

A text message or letter will be sent to you with a decision regarding your request

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FOR OFFICE USE ONLY

Attendance: \_\_\_\_\_

Decision: \_\_\_\_\_

Text Message/Letter: \_\_\_\_\_

Code: \_\_\_\_\_

## Leave of Absence

The school holiday dates and end of Key Stage Assessment dates are published a year in advance and leave of absence will not be authorised during these assessment periods. INSET days are published as soon as the school have agreed these, but may be subject to change. In line with the Government's amendments to the 2006 regulations (appendix 1), holidays during term time will NOT be authorised. The Headteacher and Governors have determined that the school will follow the Nottinghamshire Code of Conduct for attendance. Warning Letters and Penalty Notice Fines may be issued as follows:

### Holidays During School Term Time

If the school has evidence that a parent has removed a child from school for the purposes of a holiday during term time without authorisation and the level of absence is in excess of 3 days (6 sessions) in total over a 6 week rolling period, then the school can, at the discretion of the Headteacher, request the Local Authority to issue Penalty Notices to each parent for each child to whom unauthorised absence applies.

### Fines and prosecution

You can be fined for taking your child on holiday during term time without the Head Teacher's permission. The threshold for Penalty Notice fines is 5 days / 10 sessions of unauthorised absence over a 10-school week period. When a school becomes aware that a child absence has met the threshold, they must consider whether a penalty notice should be issued. Penalty notices are set at £160 (per child, per parent) and must be paid within the statutory 28-day deadline. The first Penalty notice fine issued to a parent is reduced to £80 if it is paid in full, within 21 days of issue. All fines must be paid within 28 days of issue otherwise parents may be prosecuted in court. A second fine issued to a parent/carer for a child who is absent from school without authorisation is fixed at £160, with no option to pay at a reduced rate if the fine is paid within the first 21 days. Parents/Carers can only receive a maximum of two fines for any individual child over a three-year rolling period for an unauthorised absence from school. A third request for a fine within a three-year rolling period would result in the matter being referred directly to the Magistrates court. If a parent/carer is prosecuted at court, they could receive a fine of up to £2,500, a community order or a jail sentence of up to three months. The court could also give you a Parenting Order. Parents who decide not to pay a fine and contest the matter in court should seek independent legal advice before doing so. All monies are collected by and retained by the Local Authority.

<b>Above 97%</b>	<i>Above 97%. Less than 6 days absence in a year: Pupils with this attendance should achieve the best they can, leading to the best possible start in their education. Attendance is excellent</i>
<b>95%</b>	<i>95% Less than 10 days absence in a year: Pupils with this attendance are likely to achieve their targets and will be well prepared to make good progress.</i>
<b>90%</b>	<i>90%. 19 days absence over the year: Pupils with this attendance are missing a month of school per year and may fall behind in Maths and Literacy; it will be difficult for them to achieve their best.</i>
<b>85%</b>	<i>85%. 29 days absence in a year: These pupils are missing 6 weeks of school a year, it will be very difficult for them to keep up and achieve their best.</i>
<b>80%</b>	<i>80%. Pupils with this attendance are missing a day for every week of school. It will be almost impossible to keep up with work.</i>

### Persistent Absence

Once a child has fallen below 90%, they are considered as persistently absent from school. Our family support worker and attendance lead regularly monitor the attendance of pupils who have become persistently absent, offering support and advice where needed.

The procedure for monitoring persistent absence is outlined in our attendance policy. For pupils whose attendance continues to be below 90%, a final warning letter will be sent to inform parents/carers that any further absence may result in the issuing of a Penalty Notice to each parent for each child to whom persistent absence applies.

In these cases, the Local Authority may also consider what services or measures may be provided to prevent or reduce further unauthorised absence including support and interventions through the Family Service.

### Persistent lateness

Where a pupil is persistently late for 10 separate instances over a period of six school weeks and where these are signified as a "U" in the attendance register, the school can, at the discretion of the Headteacher, request the Local Authority to issue Penalty Notices to each parent for each child to whom unauthorised absence applies.