



Leave of Absence during Term Time Applications

Dear Parent / Carer,

Leave of Absence Application Form:

Please find attached an application form for leave of absence during term time. You should complete parts A and B, leaving part C blank for school use only. It is advisable to read all the information carefully before submitting your LOA application.

New Regulations around Leave of Absence:

When making an application for leave of absence during term time, please be aware that from 1st September 2013, Head Teachers are not able to grant any leave of absence during term time **unless there are exceptional circumstances**. This is because of a change in the regulations, which is fully explained in the 'Frequently Asked Questions' page attached to the back of the application form overleaf.

The application form attached therefore asks you to outline the reasons why you feel your application for leave of absence during term time should be regarded as 'exceptional.'

Leave of Absence Authorisation:

Following the submission of your application, you will be notified as soon as possible of the School's decision. Please note that leave of absence authorisation is entirely at the Head Teacher's discretion, and if authorisation is granted, the number of days to be authorised will also be determined by the Head Teacher.

Parents / carers should be aware that if your requested leave of absence is not authorised, but you still take the child out of school, or you keep your child away from school for a longer time than agreed / authorised, the absence (or excess absence where longer than agreed) will be recorded as unauthorised.

Unauthorised absences on your child's attendance record may mean that you are liable to incur a Fixed Penalty Notice (fine) or could face prosecution. Fines will be issued to **each person with parental responsibility** for the child / children who is deemed liable for the offence / offences. 'The Frequently Asked Questions' page attached to the back of the application form explains the circumstances where enforcement action may be taken more fully.

Yours Sincerely,

Tracey A Wilson
Head Teacher



Application for Leave of Absence during Term Time



A. Pupil Details			
Name:		DoB:	
Address:			
Class / Form:			

B. Leave of Absence Request Details			
Start date of requested leave:		End date:	
Return to school date:		No. of days:	
What are the <u>exceptional circumstances</u> for your leave of absence request that you wish the school to consider?			
Name of parent / carer (print):			
Signature:		Date:	
Name of parent / carer (print):			
Signature:		Date:	

C. For School Use			
Current attendance %:			
Previous LOA this academic year:			
Does the LOA request time coincide with SATS / other examination periods:			
Any mitigating / aggravating circumstances (Including any ongoing medical issues):			
Child's current / potential level of attainment?			
Is the LOA approved?:	YES	NO	
If YES - Number of days to be authorised for this LOA application:			
Signature of Head Teacher:		Date:	
*Register Code to be used for this LOA:			

Holidays in Term Time - Frequently Asked Questions

Why did the rules on Holidays in Term Time change? / Why has my child's school told me that they will not authorise term time holidays unless there are exceptional circumstances?

In July 2012, Charlie Taylor (the Government's expert advisor on behaviour at that time) was asked by Michael Gove (Secretary of State for Education) to conduct a review of school attendance.

Mr Taylor stated in his report that if children are taken away for a two week holiday every year and have an average number of days off for sickness and appointments, then by the time they leave at sixteen they will have missed a year of school.

Mr Taylor's report recommended that changes were made to strengthen the rules on term time holidays, and that whilst head teachers should continue to have some discretion over the issue, holidays in term time should be the exception rather than the rule.

In his response to the report, Michael Gove endorses this recommendation, stating that more needs to be done to discourage term time holidays and that the rate of these absences in primary schools is double that of secondary schools. He comments that the expectation will be that schools only give permission for absence where there are exceptional circumstances that warrant it.

Head Teacher's Associations welcomed the recommendation to strengthen rules on term time holidays, recognising the disruption that holidays can cause to a pupil's education. Following consultations, the law around term time holidays was then changed from 1st September 2013.

What does the law say about Holidays in Term Time?

It says that from 1st September 2013, Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head Teachers should determine the number of school days a child can be away from school if the leave is granted.

If my child's school refuses to authorise my term time holiday request, will I receive a fine (Fixed Penalty Notice) and can I be prosecuted?

Durham County Council's Fixed Penalty Notice Protocol acknowledges that regular and punctual attendance at school is both a legal requirement and essential for pupils to maximise their educational opportunities.

Circumstances where a Penalty Notice might be issued include unauthorised holidays in term time, but only where the holiday absence amounts to seven days or more in any period up to a maximum twelve rolling school weeks. You can be prosecuted if you receive a fine and it is not paid.

Under the Education Act 1996, parents commit an offence if they fail to ensure their child's regular school attendance. Taking a child out of school for a holiday without permission, and where the absence amounts to ten days or more of unauthorised absence is viewed as failing to ensure your child's regular attendance at school.

Payment of a Penalty Notice, where offered, is an alternative to prosecution. If unpaid, prosecution for the Education Act offence may therefore ensue. A fine will be issued to **each person with parental responsibility** for the child / children who is deemed liable for the offence / offences.