



## **Snettisham Primary School**

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Snettisham

Norfolk

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

#### **Important Information for Parents – please read before completing this form**

We expect every pupil's attendance at school to be 100% unless there are exceptional or unavoidable reasons for absence. Parents do not have any legal entitlement to take their child on holiday during term time. It is the Head teacher who decides whether a period of leave during term time will be authorised or not in line with legislation. The Education (Pupil Registration) (England) Regulations 2006 (amended in September 2013) make it clear that Head teachers cannot grant any leave of absence during term time unless 'exceptional circumstances' exist.

Every request for leave of absence during term time will reviewed on an individual basis with due consideration of the circumstances but the Head teacher can only grant leave of absence if they consider exceptional circumstances apply. If the exceptional circumstances are agreed, the Head teacher will determine the length of the absence to be authorised.

All requests for leave of absence should be made in advance and before any arrangements are confirmed or money committed. This form must be completed in full by the parent who intends to remove the pupil from school during term time. Failure to make a request for a leave of absence in advance will result in the absence taken being recorded as unauthorised.

**I have read the above information and wish to apply for Leave of Absence from school for:**

<b>Child's Full Name:</b>	<b>Date of Birth:</b>	<b>Class:</b>

Executive Headteacher  
Ms L. Jackson

Deputy Headteacher  
Mrs E. Hunt

Assistant Headteacher  
Mrs Woodget

 West Norfolk Academies Trust



Artsmark  
Silver Award  
Awarded by Arts  
Council England

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Parent/Carer Details (please list all parents)			
First Name:		Surname:	
Date of Birth:		Relationship to the child:	
Address and postcode:			
Telephone number:			
First Name:		Surname:	
Date of Birth:		Relationship to the child:	
Address and postcode:			
Telephone number:			

**Siblings: Please provide the name of any siblings and the school that they attend**

Child's Full Name:	Date of Birth:	School:

Details of the absence			
Date of First day of absence:		Date of last day of absence:	
Total Number of days absent:		Expected date of return to school:	
Please provide the reason for this request including supporting evidence:			

Executive Headteacher  
Ms L. Jackson

Deputy Headteacher  
Mrs E. Hunt

Assistant Headteacher  
Mrs Woodget

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**Please read the following statement and sign to indicate you understand the this:**

I would like to request the above absence. I understand that the school strongly advises against taking unnecessary absence during term time and accept that this may have a detrimental impact on my child/ren's progress. I understand that a penalty notice may be issued if this request is denied and my child is absent during this period. I understand that a fine will be payable per child, per parent of £120 if paid within 28 days but reduced to £60 per child, per parent if paid within 21 days.

<b>Signed:</b>		<b>Full name:</b>		<b>Date:</b>	
<b>Signed:</b>		<b>Full name:</b>		<b>Date:</b>	

<b>To be completed by the school:</b>			
<b>Date request received by the school:</b>		<b>Total number of days requested:</b>	
<b>Child's Name:</b>	<b>Current % Attendance</b>	<b>Application Authorised or Declined?</b>	
<b>Reason for school's decision:</b>			
<b>Headteacher:</b>			
<b>Signed:</b>		<b>Date:</b>	

## **Regular School Attendance and Parent's Legal Responsibilities**

At [INSERT NAME OF SCHOOL] our aim is to collaborate with parents to ensure that all our pupils receive the most from their education and reach their full potential.

This letter is to remind all parents about the law that requires them to ensure that their child attends school regularly. The Government is very clear that no child should miss school apart from in exceptional circumstances and schools must take steps to reduce absence to support children's attainment.

### **The important legal information**

The Local Authority operates a system where any pupil with at least **9 sessions (4.5 school days) of unauthorised absence within 6 school weeks** meets the criteria for legal intervention. The intervention could be in the form of a fixed penalty notice. Any pupil at [INSERT NAME OF SCHOOL] who meets that criteria, will be referred to the Local Authority for action to be considered.

Executive Headteacher  
Ms L. Jackson

Deputy Headteacher  
Mrs E. Hunt

Assistant Headteacher  
Mrs Woodget

 West Norfolk Academies Trust



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If issued, the penalty notice is £60 when paid within the 21 days, rising to £120 if paid after 21 days but within 28 days. When penalty notices are issued, each parent will receive one per child. Therefore, each parent could receive multiple notices if they have more than one child who has been absent. Failure to pay the total amount within the timescale will result in legal action being taken.

There is no right of appeal against a fixed penalty notice.

In some circumstances, the Norfolk County Council Attendance Team may choose not to issue a penalty notice and may instead choose to prosecute a parent under the Education Act 1996 S444.

### **Requests for leave of absence**

The DfE advises all schools that they should only grant a leave of absence during term time in exceptional circumstances, considering each request on a case-by-case basis. If a leave of absence is granted, it is for the headteacher to determine the length of the time the pupil can be away from school. Although we recognise the value and benefits of family holidays, it is unlikely a leave of absence will be granted for a family holiday during term time as they would not typically be seen as an exceptional circumstance.

If the school does not receive a request for leave, we will be unable to consider your individual circumstances and the absence will be recorded as unauthorised. Headteachers are not obligated to reconsider authorising leave if an application was not made in advance.

I hope we can count on your support in this matter. Please do not hesitate to contact me if you have any questions.

Yours sincerely,



Executive Head Teacher  
Louise Jackson



Executive Deputy Head Teacher  
Emma Hunt

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Executive Headteacher  
Ms L. Jackson

Deputy Headteacher  
Mrs E. Hunt

Assistant Headteacher  
Mrs Woodget

 West Norfolk Academies Trust

