

# Amble Links First School

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Headteacher: Paul Heeley



## Application for Leave of Absence of Pupil from School

Name of Child:

Class:

Proposed first day/date of absence:

Actual day/date of proposed return to school:

Total Number of School Days:

Reason for absence (please give details of 'exceptional circumstances' and submit any supporting evidence)

**It is the policy of all schools in the Coquet Partnership  
NOT TO AUTHORISE HOLIDAY ABSENCE DURING TERM TIME.  
PLEASE SEE THE REVERSE OF THIS FORM FOR IMPORTANT INFORMATION.**

### Declaration

I have read and understood the information on the reverse of this form regarding leave of absence during term time, unauthorised absence, and Penalty Notices. I am aware of the possible consequences should I take my child on leave of absence without the prior authorisation of the Head Teacher.

Signature of parent/carer:

Date:

.....  
This section is for school use:

### Response to your request for leave of absence during term time

Child's overall attendance during last academic year:

Child's overall attendance in the last 12 months:\*

**\*All schools in the Coquet Partnership have agreed that if an unauthorised leave of absence is taken during term time and the pupil's attendance in the 12 month period leading up to the absence is less than 93%, an application to the Local Authority for a penalty notice will be made.**

**Our overall school attendance target for 2018-19 is 97%**

Your application for leave of absence detailed above is AUTHORISED / UNAUTHORISED.

The reason for unauthorised absence is:

Signed:

(Headteacher)

Date:

## Important Information for Parents/Carers

***Research suggests that children who are absent from School may never catch up on the learning they have missed, which may ultimately affect exam and test results. As a parent/carers you can demonstrate your commitment to your child's education by not allowing your child to miss school for anything other than an exceptional and unavoidable reason.***

The Education Act (1996) requires parents to ensure their child attends school regularly. The Education (Pupil Registration) (England)(Amendment) Regulations 2013 states that Headteachers may not grant leave of absence during term time unless:

- An application has been made in advance to the Headteacher by a parent with whom the pupil normally lives with: and
- The proprietor (Headteacher) or person authorised by the Headteacher considers that leave of absence should be granted due to the **exceptional circumstances** relating to that application.

The Head Teacher must be satisfied that there are exceptional circumstances to justify an authorised absence. It is the parents' responsibility when submitting the request to provide all the information and evidence to prove this.

### **AMBLE LINKS FIRST SCHOOL DOES NOT AUTHORISE ANY HOLIDAYS DURING TERM TIME.**

The request for authorised Leave of Absence must be made at least two weeks in advance and the Head Teacher may invite the parent/carers(s) into school to discuss the request before a decision is made.

If the Head Teacher authorises the Leave of Absence it is expected that the child's attendance will be of a satisfactory level both prior and after the date covered by the request.

If the Head Teacher refuses Leave of Absence and the absence is recorded as unauthorised, the Head Teacher may refer the matter to the Local Authority requesting that a Penalty Notice be issued.

**All schools in the Coquet Partnership have agreed that if an unauthorised leave of absence is taken during term time and the pupil's attendance in the 12 month period leading up to the leave of absence is less than 92% (the equivalent of nearly 4 weeks of school); an application for a penalty notice will be made.**

A Penalty Notice is £60 if paid within 21 days of receipt, rising to £120 if paid after 21 days but within 28 days. If the penalty is not paid in full by the end of the 28 day period the Local Authority may prosecute for the offence to which the notice applies. Where there is more than one child, each parent may be issued with a Penalty Notice in respect of each child.

### **Children who attend school every day:**

- Have the best chance of achieving well
- Are more settled
- Develop good work habits for the future
- Are better prepared for learning often enjoy school more.

### **Children who often miss school or are late:**

- Miss important learning
- Can feel left out
- Develop poor work habits
- Suffer from low self esteem
- Are often unsettled
- Can find it hard to catch up
- Find it hard to be prepared for learning.
- Miss key concepts, special events, trips and visits.