Parent/Carer Application for Leave of Absence During Term Time

Name of pupil(s)……..

Year Group(s) ……

I request authorisation for my child/children to be absent from school:

From ……..To ……Total number of school days …….

For the following reason:

☐ **Code P:** Participating in a sporting activity (this will not include the travel to/from the event)

☐ **Code M:** Attending a medical or dental appointment

☐ **Code J1**: Interview for admission to another school

☐ **Code R**: Religious observance

☐ **Code G**: Holiday during term time*

**Please state destination* ……..

☐ **Code C:** Leave of absence for exceptional circumstances (This may include travel to/from an agreed event).

Please outline the exceptional circumstances below:

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Evidence provided to support exceptional circumstances:

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Signature of parent/carer……...Date……

Information for Parent/Carers applying for leave of absence during term time

Legislation from 2013:

The Education (Pupil Registration) England Regulations 2006 (as amended by Education (Pupil Registration) England Regulations 2013) which came into effect on 1st September 2013 state:

1. Headteachers shall not grant any leave of absence during term time unless they consider there to be exceptional circumstances relating to the application.
2. The Headteacher must be satisfied that exceptional circumstances warrant the granting of a leave of absence.
3. The Headteacher will determine how long the absence should be and any additional absence will not be authorised.
4. Parents whose children have unauthorised absence may be subject to a Fixed Penalty Notice and/or prosecution.

- Parents have a legal duty to ensure that their children of compulsory school age receive a suitable full-time education through regular attendance at a school or otherwise (i.e. home education) (Section 7 Education Act 1996).
- If a child who is of compulsory school age, who is registered at school and fails to attend regularly, it is the parent that will be guilty of an offence (Section 444 (1) Education Act 1996).
- Children need to attend school regularly to benefit from their education.
- Missing out on lessons leaves children vulnerable to falling behind.

Legislation from 2024:

The Secretary of State makes these Regulations in exercise of the powers conferred by sections 434(1), (3) and (4), 551(1) and 569(4) of the Education Act 1996(1).

Citation and commencement
These Regulations may be cited as the School Attendance (Pupil Registration) (England) Regulations 2024 and come into force on 19th August 2024.

Parents:

1. The application must be made in advance by the parent(s) that the child normally resides with. **This should be at least 7 days in advance.**
2. Parents can be issued with a Fixed Penalty Notice or prosecuted for unauthorised absence including holidays.
3. **Unauthorised term time leave:** Parents/carers have no legal right to remove a child from education. The local authority may issue a Penalty Notice of up to £160 per child, per parent/carer for unauthorised term time leave. To comply with the safeguarding process parents/carers must complete a term time leave of absence form available from the main office and the website. This should be completed in advance of any leave.
4. **To confirm:** It is school's statutory responsibility to refer pupils to the local authority, who have reached the threshold of 10 sessions (5 days) within a 10-week period of unauthorised absence.

School Response for Leave of Absence During Term Time

☐ **Authorised**

☐ **Code G:** Family Holiday (not agreed)

☐ **Code X**: Non-Statutory School Age

☐ **Unauthorised**

☐ **Referral to Local Authority** (as the threshold of 5 days absence (not authorised) is reached within a 10- week period).

Headteacher's comments

Signature of Headteacher……Date……..