



**Oaklands Infant School, Moulsham Infant School and
Moulsham Junior School**

APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Taking your child out of school during term time could be detrimental to his/her educational progress. You may apply to the school for leave of absence in exceptional circumstances. Agreement to each request is at the discretion of the Head Teacher, acting on behalf of the Governing Body (Pupil Registration Regulations 2006). As of the 1st September 2013 amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that 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. Each case will be judged on its merits in line with certain considerations as outlined in guidance from the DFE. Siblings attending other schools will also be taken into consideration.

Applications for absence may only normally be authorised for the following reasons:

- ✓ Days of religious observance;
- ✓ Interviews for transfer to other schools;
- ✓ Participation in approved public performances;
- ✓ To attend an exceptional family occasion.

Parents should not normally take their children on holiday in term time. There is no legal right to do so. If the absence is not authorised and the holiday is taken anyway the Missing Education and Child Employment Service (formerly known as the Education Welfare Service) may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent for each child taken out of school.

I request permission for my child to be absent from school on the following dates:-

Name of child and class

Date of first day of absence

Date of return to school

Number of school days absence requested:

Reason for request (please give full details):

- Days of religious observance
- Interview for transfer to another school
- Participation in an approved public performance
- Other (Please give details)

I have a child/children at another/other school/s. Please state which school/s:

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Contact Number:

Current Address:

.....

Signature: Date:

Full Name:(please print)



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Dear Parent / Guardian / Carer of:

Your application for leave of absence has been:

Authorised

Unauthorised because

.....
.....

The expected due date of return to school for your child is:

If your child is unable to return on this day, you are expected to contact the school as soon as possible.

If your child does not return and no contact is made with the school, a penalty notice may be issued or a prosecution made.

Signed Head teacher Date.....

School / office use only:

Total sessions (i.e. half day days) pupil absent this year:

Total sessions of unauthorised pupil absences this year