



Littlemoor

Application for Leave of Absence 2020-2021

(Please read the notes overleaf before completing this form)

The Education (Pupil Registration) (England) Regulations 2006 (Amended September 2013) state that Headteacher's may not grant any leave of absence during term-time unless there are exceptional circumstances.

Child's Details			
Pupil Name (in full)		Date of Birth	
Address (Inc postcode)			
Pupil Name (in full)		Date of Birth	
Address (Inc postcode)			
Pupil Name (in full)		Date of Birth	
Address (Inc postcode)			
Parent/Guardian Details			
Parent 1 Name (inc title):		Date of Birth	
Relationship to Pupil			
Address (inc postcode)			
Parent Name 2 (inc title):		Date of Birth	
Relationship to Pupil			
Address (inc postcode)			
Reason for the Request			
(Please write here)			
First Day of Leave		Last Day of Leave	
Date to return to School			
Adult accompanying Pupil			
Signature of Parent		Date:	
Principal's Decision and reason for Decision:			
Signature of Headteacher/Principal		Date:	



Littlemoor

Notes for Parents Application for Leave of Absence 2020-2021

Please complete the form overleaf and return it to the Principal for any application for leave of absence for the Academic year commencing 1st September 2020-21. The decision will be based on the **Education (Pupil Registration England) Regulations 2006 (Amended September 2013)**. Headteacher's should determine the number of school days a child can be away from school **IF** leave is granted and may make the decision following advice from the Local Authority.

Any absence which does not meet the criteria of being '**an exceptional circumstance**' will be marked as unauthorised absence and as such you may be at risk of receiving a Fixed Penalty Notice. Please be aware that **BOTH** parents are at risk of receiving a Fixed Penalty Notice for **EACH** child of the family with a period of unauthorised absence from school in line with **Section 23 of the Anti-Social Behaviour Act 2003**.

If a Fixed Penalty Notice is issued the penalty is **£60 per parent per child** when the payment is made within **21 days**. If payment is made **after 21 days** but within **28 days** this will increase to **£120 per parent per child**. Failure to pay within 28 days will result in a summons to appear before the Magistrates Court on the grounds that you have failed to secure your child's regular attendance at school. If the case progresses to court you may receive a fine of up to **£1000**.

The 2013 change to legislation states that it is really important that every child attends school for as many of the 380 half day sessions of the school year as possible. It is the responsibility of parents to ensure that their children do not take unnecessary time off school.

Any absence taken during term-time destroys the continuity of the child's education and reduces chances of success. Absence in the weeks prior to SATS tests of GCSE's will also disrupt revision and omit the reassurance that school staff can provide during the preparation period.

Absence taken during years 6,7, 10 and 11 and at the beginning of the academic year can also have a negative impact on transition and assessments.

Criteria for leave of absence – Exceptional Circumstances

- 1) Where it is company/organisational policy for an employee to take leave at a specific time of the year and there is no opportunity for a family holiday in school holidays. This must be evidenced by production of the policy document of the organisation and not a letter from the employer.
- 2) Service personnel returning from/scheduled to embark on a tour of duty abroad.

Where there are other factors which the Headteacher may consider to be exceptional circumstances this may be referred to the Local Authority for advice.