



Holy Infant & St Anthony RC Primary School

Inspiring each other to excellence, guided by the light of Christ.

Headteacher: Mrs D Furlong

Application for Leave of Absence during Term Time

The following is an application form for you to request permission for your child(ren) to be absent from school during term time. Before completing the application form, please read these notes carefully.

As parents, you have a legal responsibility to ensure your child's attendance at school. During the academic year, pupils are at school for 190 days and at home for 175 days. The national average and therefore our target is 96%, which is 183 days attendance.

The Head Teacher will consider the reasons for the request carefully and will notify you of the decision.

1. Please be aware that The Education (Pupil Registration)(England)(Amendment) Regulations 2013, which became law on 1st September 2013, state that Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Head teacher is also required to determine the number of school days a child can be away from school if leave is granted.
2. Wherever possible, you should take your holidays during school holidays – unfortunately I cannot take 'affordability' as exceptional circumstances – even though I am sympathetic.
3. If your application for leave is refused and you still take your child(ren) out of school, the absence will be treated as unauthorised. Unauthorised absence of 5 days or more may result in the issue of a Penalty Notice. Penalty Notices are issued by the Local Authority in accordance with Bolton Council's Code of Conduct. The Penalty Notice is £80, per child per parent/carer, if paid within 21 days or £160 if paid after 21 days but within 28 days. Failure to pay the Penalty Notice will result in you being served a summons to appear at the Magistrates Court.
4. All absences from school during term time are reported to the Educational Welfare Officer and also appear on your child(ren)'s report. Please note that 1 day's absence is equal to 2 sessions per day.

Having read these notes, if you still wish to apply for a Leave of Absence for your child(ren) then please complete the application form below. This form will only be accepted when completed in full, detailing the reasons for Leave of Absence. The form should then be returned to the School Office.

Requests for Leave of Absence **must be made at least one month** prior to the requested leave date.

For further information, please refer to our School Attendance Policy.

Cont.....



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Application for Leave of Absence during Term Time

PLEASE RETURN THIS FORM TO THE SCHOOL OFFICE AT LEAST ONE MONTH PRIOR TO REQUESTED DATE OF LEAVE

Child's Name..... Class.....

I apply for leave of absence for my child. Please detail below the exceptional circumstances that exist for taking this leave in term time

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From..... To..... Number of School Days.....
(first day of absence) (last day of absence)

Have you previously had leave of absence for a holiday for this child in this school year? **YES/NO**

Have you previously had leave of absence for a holiday for this child in a previous school year? **YES/NO**

(If YES, please give dates)

Date..... Signed.....
(Parent)

You will be notified in writing of the Head Teacher's decision.