

Hollywell Primary School

EVERY DAY COUNTS: GOOD ATTENDANCE IN SCHOOL= GOOD PROGRESS

Attached is an application form for you to request permission for your child to be absent from school. Before completing the application form, please read these notes carefully:

- The law states that you do not have the right to take your child out of school for holidays during term time. The Local Education Authority works with schools to reduce the numbers of children missing school because of holidays taken in term time and schools can refuse your request to take your child out of school.
- If you wish to take your child on holiday during term time, you must apply for permission in advance in writing using the attached form.

Please note, The Education (Pupil Registration) (England) Regulations make clear that Head Teachers may not grant any leave of absence (holidays) during term time unless there are exceptional circumstances.

The Department for Education states that absence for holidays in term time due to the following reasons **will not be authorised:**

- availability of cheap holidays
- availability of desired accommodation
- poor weather experienced in the school holiday period
- overlap with beginning or end of term
- holidays booked before checking with the school
- day trips

If the school refuse your application and you still take your child out of school, the absences will be treated as unauthorised. Unauthorised absences may lead to a Penalty Notice or a Summons being issued against you for irregular school attendance.

In Nottinghamshire, Penalty Notice Fines may be issued as follows:

- Persistent absence – If the unauthorised absence level reaches 5 days (10 sessions) for unauthorised reasons.
- Term Time Holidays – If a child is removed from school for more than 5 days (10 sessions +) over a 10 week rolling period for the purpose of a holiday during term time without authorisation.

If issued with a first penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days. If a second penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

Having read these notes, if you still wish to apply for a leave of absence for your child to accompany you on holiday during term time then please complete the application attached. This form should be returned to your child's school as far in advance of the proposed holiday as possible.



Hollywell Primary School



APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Pupil's Name Year Group/Class

Home Address

.....
.....

I wish to apply for my child to be absent from school during the following dates:

Date of Last day at SchoolDate of Return to School

Total number of school days missed

Could you please explain the circumstances that make it necessary to have a holiday in term time?

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.....
.....

Do you expect to be taking any more term time holidays this academic year?

I make application for my child named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a Penalty Notice or a Summons for irregular school attendance.

Name of Parent/Carer making application

..... Print

..... Signed

..... Date

PLEASE RETURN COMPLETED APPLICATION FORM TO YOUR CHILD'S SCHOOL **GIVING AT LEAST 4 WEEKS' NOTICE** OF INTENDED ABSENCE Please do not book your holiday until you know that the school will authorise your child's absence

Office use only		
Attendance	Holiday Taken	This holiday
		Authorised
		Unauthorised