

APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE IN TERM TIME

**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 during term time. 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 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. Head Teachers/Principals are no longer permitted to agree for parents to take their children on holiday during term time unless in exceptional circumstances. Please note the School Year is from September to July.
- Absence for holidays in term time due to the following reasons will **not** be authorised:
 - Availability of cheap holidays
 - Parental availability due to work commitments
 - Availability of desired accommodation
 - Poor weather experienced in the school holiday period
 - Overlap with the beginning or the end of term
 - Holidays booked before checking with the school
 - Birthdays
 - Day trips, shopping or visit to hairdresser, dentist or similar
- There are certain times of the year when a child may experience extra problems because of missing school. These include examination periods, at the time of starting a new school and at the start of a new school term. In deciding whether to authorise your child's absence and give permission for a holiday in term time, the school will take these and other factors into account.
- If the school refuses 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.
- Nottinghamshire's use of penalty notice fines for non-attendance and pupil absence rates is currently judged by if the school has evidence that a parent has removed a child from school for the purposes of a holiday during term time without authorisation and the level of absence is in excess of 3 days (6 sessions) in total over a 6 week rolling period. The school can issue or ask the Local Authority to issue Penalty Notices to each parent for each child to whom persistent absence applies.
- What is the persistent absence threshold? School-age pupils are persistent absentees if they miss more than 10% of their possible sessions in a school year.

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.



MANSFIELD PRIMARY ACADEMY

Application for exceptional absence in term time

Parents/carers wishing to apply for absence due to exceptional circumstances during term time should complete this form and return it to school for consideration by the Principal as far in advance of the proposed holiday as possible. A different form must be completed for each child.

Child's first name:		Child's surname:	
Child's date of birth:		Child's class:	
First name of parent / carer:		Surname of parent / carer:	
Address:			
Telephone number:			
Date of last day at school:		Date of return to school:	
Total number of school days to be missed:			
Reason for exceptional absence:			
<i>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.</i>			
Signature of parent / carer:		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

School section:

Exceptional absence	Yes	No	Additional notes:
Number of days approved:			
Number of days not approved:			
Signature of Principal:			
Date Authorised:			