

## Writtle Infant School

### Application for Leave of Absence from School During Term Time

Leave of absence may only be granted by a person authorised in that behalf by the proprietor of the school. Taking your child out of school during term time could be detrimental to their educational progress. **THERE IS NO ENTITLEMENT** to parents / carers to take a child out of school during term time, however 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). If the absence is not authorised and the leave is taken, the matter will be referred to the Local Authority who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent / carer for each child taken out of school. Failure to submit a leave of absence request will result in the absence being unauthorised and a referral to the Local Authority who may again issue a Penalty Notice as above.

**Please note: If you have previously received a Penalty Notice for an offence of failing to ensure regular school attendance or been the subject of a prosecution for any child in relation to irregular school attendance, you may not be given the opportunity to pay a further Penalty Notice; your case may proceed directly to court.**

Dear Head Teacher,

I would like to request permission for leave of absence for my child for the reasons detailed below (further information can be attached if required).

|  |  |                      |  |
|--|--|----------------------|--|
| <b>Child's Full Name</b>                 |  | <b>Date of Birth</b> |  |
| <b>Year Group</b>                        |  | <b>Class</b>         |  |
| <b>Child's Full Address and Postcode</b> |  |                      |  |

|                                 |  |                                     |  |
|---------------------------------|--|-------------------------------------|--|
| <b>First date of absence</b>    |  | <b>Last date of absence</b>         |  |
| <b>Date of return to school</b> |  | <b>Number of school days absent</b> |  |

|   |            |  |           |  |
|---|------------|--|-----------|--|
| <b>If returning in time for lunch is a school dinner required (please tick)</b>                     | <b>YES</b> |  | <b>NO</b> |  |
| <b>Reason for request (please give full details, further details can be attached to this form).</b> |            |  |           |  |
|   |            |  |           |  |

|   |  |                              |  |
|---|--|------------------------------|--|
| <b>Name of person making request</b>  |  | <b>Relationship to child</b> |  |
| <b>Full Address and postcode (if different from child's above)</b>                                    |  |                              |  |
| <b>If child above does not reside with you, does the resident parent agree with this application?</b> |  |                              |  |
|   |  | <b>YES</b>                   |  |
|   |  | <b>NO</b>                    |  |
| <b>Signature of Parent / Carer with whom child resides</b>  |  | <b>Date</b>                  |  |

|  |  |                |  |
|--|--|----------------|--|
| <b>If you have a child or children at another school, please detail their names and which school(s) they attend below:</b> |  |                |  |
| <b>Child's full name:</b>  |  | <b>School:</b> |  |
| <b>Child's full name:</b>  |  | <b>School:</b> |  |
| <b>Child's full name:</b>  |  | <b>School:</b> |  |

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#### For School Office Use only

Complete the below, keeping the originals, but returning copies of both the application and outcome of the application together with the appropriate letter on Infolink. This information should be sent first class, separately to both parents / carers / those with parental responsibility, ensuring address information etc. is accurate.

|                                    |  |
|------------------------------------|--|
| <b>Childs Forename and Surname</b> |  |
| <b>Childs Date of Birth</b>        |  |
| <b>Childs Year Group</b>           |  |
| <b>Childs Class</b>                |  |

|                         |  |
|-------------------------|--|
| <b>Date of response</b> |  |
|-------------------------|--|

|      |   |  |
|------|---|--|
| Dear | <b>Parents / carers Title, Forename and Surname</b> |  |
|      | <b>Parents / carers Title, Forename and Surname</b> |  |

|  |                   |  |                     |  |                                    |
|--|-------------------|--|---------------------|--|------------------------------------|
| <b>Date application received</b>   |                   |  |                     |  |                                    |
| <b>Percentage Attendance Year to date</b>  |                   |  |                     |  |                                    |
| <b>Number of Sessions absence this academic year</b>   | <b>Authorised</b> |  | <b>Unauthorised</b> |  | <b>Total</b>                       |
|  |                   |  |                     |  |                                    |
| <b>Have the family of this child been issued with a Penalty Notice in the previous 12 calendar months, if yes please state how many.</b> | <b>YES</b>        |  | <b>NO</b>           |  | <b>Total in previous 12 months</b> |
|  |                   |  |                     |  |                                    |

#### Your application for leave of absence as detailed above has been:

|  |  |  |  |
|--|--|--|--|
| <b>Authorised</b><br>(number of sessions absent authorised). |  | <b>Unauthorised</b><br>(number of sessions absent unauthorised). |  |
| <b>This is for the reason stated below</b>                   |  |  |  |
|  |  |  |  |
| <b>Head Teacher Name</b>                                     |  |  |  |
| <b>Head Teacher Signature</b>                                |  | <b>Date</b>  |  |