



BARNSELY

Metropolitan Borough Council

Directorate for Children, Young People and Families



Leave of Absence Request Form

Please read the information on the reverse of this form before its completion

I wish to apply for my child to take leave of absence during term time. I understand that this will result in work being missed and will make every effort to ensure that it is copied upon return.

Name of child /children

Name of School

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Dates of requested Leave of Absence

From: / / To: / /

Number of school days missed

Reason for requesting leave of absence:
.....
.....

A LETTER FROM AN EMPLOYER MUST BE ATTACHED TO THIS REQUEST FORM IF THE ABSENCE IS DUE TO PARENT/CARER WORK COMMITMENTS.

Full name and address of parent applying for leave of absence:

.....dob.: ___ / ___ / ___

Full name and address of parent /carer taking the child out of school (if different to the above):

.....dob.: ___ / ___ / ___

Signed **Parent / Carer** **Date of application** / /

If you go ahead with the leave of absence when unauthorised, you may receive a Fixed Penalty Notice issued through the Local Authority. Per child, this will be £60 if paid within 21days; payment after this time but within 28days is £120

SCHOOL USE ONLY

Date Application Received = _____

Attendance at time of application = _____%

Leave of Absence in Term Time

- 1 The Anti-Social Behaviour Act (2003) now gives the Local Authority and School the power to issue fixed penalty fines for unauthorised leave of absence in term time.
- 2 No parent can demand leave of absence as a right.
- 3 Any request for leave of absence must be made in advance.
- 4 Leave of absence cannot be authorised retrospectively.
- 5 The request for leave of absence **should** be made by the parent /carer "with whom the child normally resides". If this is the parent /carer who is not taking the child out of school, the full name and address of the parent /carer who is taking the child out of school **must** be provided on the form.
- 6 If the request for leave of absence in term-time is made because of the parent /carer's workplace leave arrangements then a letter from the employer explaining why the leave of absence has to be taken in term-time **must** be attached to this request form on proper letter-headed paper.
- 7 There is no requirement to authorise just because a request has been made.
The amendments * make it clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances
See Code of Conduct /Guidance relating to Leave of Absence
- 8 The circumstances of each individual request for leave of absence will be taken into account
- 9 The decision to approve / not approve the request is for the school, not the Authority or the parent. Only schools can authorise / not authorise absence.
- 10 There is no statutory threshold of ten days
- 11 If important work has been missed by the pupil due to the parents making a request for leave of absence the parents should not expect special arrangements to be made by the school for that pupil to catch up that work.

* The Education (Pupil Registration) (England) Regulations 2006

If you go ahead with the leave of absence when unauthorised, you may receive a Fixed Penalty Notice issued through the Local Authority. Per child, this will be £60 if paid within 21days; payment after this time but within 28days is £120

Failure to pay a fixed Penalty Notice will render you liable to criminal proceedings in the Magistrates Court under Section 444(1) of the Education Act 1996.

SCHOOL USE ONLY

No exceptional circumstances given why leave of absence taken in term time

Attendance is less than the school's attendance target of %

Previous leave of absence taken in same academic year

Overall attendance last academic year unsatisfactory i.e. below the school's attendance target (any applications for leave of absence during the first term September to December only)

Negative impact on Pupil Progress if leave of absence taken in the first half of the first term September to October only

No letter from employer

External exams/assessments near or during time of proposed leave

Internal exams/assessments near during time of proposed leave

Family Holidays in Term Time

AMENDMENTS TO SCHOOL ATTENDANCE REGULATIONS

I need to bring to your attention amendments that have been made by the Secretary of State to the 2006 regulations in the **Education (Pupil Registration) (England) (Amendment) Regulations 2013**. These amendments, as described below, came into force on 1 September 2013.

Term-time holiday

Amendments to the 2006 regulations **remove** references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that headteachers may **not** grant any leave of absence during term time unless there are exceptional circumstances.

The Education (Penalty Notices) (England) Regulations 2007

The 2007 regulations set out the procedures for issuing penalty notices (fines) to each parent who fails to ensure their children's regular attendance at school or fails to ensure that their excluded child is not in a public place during the first five days of exclusion. Parents must pay £60 if they pay within 28 days; or £120 if they pay within 42 days.

Amendments to the 2007 regulations will reduce the timescales for paying a penalty notice. Parents, from 1 September 2013, pay £60 within 21 days or £120 within 28 days. This brings attendance penalty notices into line with other types of penalty notices and allows local authorities to act faster on prosecutions.

Children whose attendance falls below 85% are classed as persistent absentees and therefore maybe issued with a penalty notice from the LA.

In conclusion I would confirm that in view of these changes, no holidays will be authorised during term time unless the reasons are considered 'exceptional'. Family holidays, birthdays, anniversaries, weddings or holidays due to work commitments are no longer considered as 'exceptional circumstances', and therefore I will not be able to authorise them.

Thank you for your continued support.

Yours sincerely,
H Otley