**Pentland Infant & Nursery School**

Leave of Absence Application Form

**There is no automatic entitlement in law to time off during term time.**

Parents and carers should avoid booking leave of absences during term time. Requests for Leave of Absence during term time cannot be granted except under the most exceptional of circumstances. The Headteacher will determine if the request is reasonable. If request is granted, the school must be provided with travel documents to confirm the dates of travel as soon as possible.

If parents/carers take their child out of school during term time which has not been authorised by the Headteacher, **or** if the child does not return to school on the agreed date, consideration will be given to the issuing of a penalty notice in line with the Kirklees Code of Conduct.

Penalty Notice Fines will be issued for term time leave of five or more consecutive days of absence. Additionally, Penalty Notice Fines may be issued when there have been ten sessions of absence in a ten-week period. The threshold can be met with any combination of unauthorised absence. This may include four absences plus six instances of arriving late. The period of ten school weeks can also span different terms or school years.

The first time a Penalty Notice is issued for Term Time Leave or irregular attendance the amount will be £160 per parent, per child when paid within 28 days. This will be reduced to £80 per parent, per child if paid within 21 days.

The second time a Penalty Notice is issued for Term Time Leave or irregular attendance the amount will be £160 per parent, per child when paid within 28 days.

The third time an offence is committed for Term Time Leave or irregular attendance a Penalty Notice will not be issued. The case will proceed to the Magistrates’ Court. Here fines can be up to £2,500 per parent, per child. Cases found guilty in the Magistrates’ Court can show on the parent’s future DBS Certificate due to ‘failure to safeguard a child’s education’ and may impact on job applications and travel abroad.

Children who are taken out of school without parents first seeking permission will be tracked and the Local Authority’s Children Missing Education Team will be involved. The child may then be removed from the school roll with no guarantee of re-admission on return from the unauthorised leave.

Full Name of Parent/s or Carer/s (1)………………………………………………………………………………………………...……………..

Full Address:

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Full Name of Parent/s or Carer/s (2)………………………………………………………………….……………………………………………

Full Address:

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I/We would like to request leave of absence for:

Name of Child …….……………………………………………………………….. Class ………………………………………………...………..

**Requested Dates of Absence:**

From …………………………………………..……………,,,,,,,,,,…….... To …….…………………………….…………………………………………

Date of return to school ……………………………………………

Country/Town to be visiting: ………………………………………………………………………………………………………………….…….

Reason for Absence: ………………………………………………………………………………………………………………………...……………..

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Name of other siblings travelling:

Sibling 1 …………………………………… School Attended …………….……………………….. Authorised: Yes/No

Sibling 2 …………………………………… School Attended …………….……………………….. Authorised: Yes/No

Sibling 3 …………………………………… School Attended …………….……………………….. Authorised: Yes/No

**Have you requested leave of absence for the above child before?** Yes/No

If yes, when ………………………………. For how long …………………………………………. Authorised: Yes/No

Country/Town to be visited: ………………………………………………………………………………………………………….

**Signed (1)………………………………………......... Parent/Carer**

**Signed (2)………………………………………......... Parent/Carer**

**Date of request ……………………………………**

**School Attendance**

Absence authorised

Exceptional circumstances is……………………………………………………………………………………………………….

(Subject to overall attendance remaining above …………..%)

Requested Dates of Absence: From …………………… To ……………………

Tickets seen to confirm these dates: Yes/No

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P**ermission to be absent from school is NOT granted**

Reasons for permission not being granted:

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No acceptable reason given why leave should be taken in term time

Second request during time in school

Requested Absence is during a key transition time

Assessments near or during time of leave

Permission for siblings not granted

Other ……………………………………………………………..

Signed ……………………………………………………. Headteacher Date: …………………………………………..