



Please submit application 4 weeks in advance of absence requested (please see notes overleaf)

Application Form for Absence in Term Time: The Henry Box School

Your legal responsibilities

Leave of absence should not be taken in term time unless there are exceptional circumstances. We publish the dates of school terms well ahead. This is to help you plan your holidays outside of term time. **You have a legal duty to make sure your child attends school regularly and punctually.** Schools have a duty to ensure that children attend school. The school and the local education authority monitor your child’s attendance and will take action if attendance is low. If your child is out of school for no valid reason, or on unauthorised absence, we may have to refer the matter to the Local Authority’s Attendance and Engagement Team who may decide to prosecute.

How absence is authorised

We are not able to grant leave of absence simply because a holiday is cheaper in term-time, or more convenient work-wise. To ensure that we comply with these regulations, parents/carers requesting leave of absence will need to detail the exceptional reasons below (attach a letter if additional space is needed), in order that these can be assessed.

I request leave of absence for (student’s name) (tutor group) for days from to, returning to school on

Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

These are exceptional circumstances because
.....
.....
.....

Siblings: Does your child have a primary school sibling? Yes No
(Please tick appropriate box)

If yes, please state name of sibling and primary school

Signed Date

PTO

FOR OFFICE USE ONLY

Absences to date (days): Percentage Attendance:

Decision: Authorised / Unauthorised Signed: (Headteacher)

Term-time Leave of Absence

What does the law say?

The government changed the rules on term-time absence in 2013. Under the new rules, you can only allow your child to miss school if:

- He/she is too ill to go in
- You have advance permission from the school.

When will absence requests be granted?

- Permission for absence will be only be granted in **exceptional circumstances**.
- The Headteacher will consider each absence request individually and decide whether to grant the absence.
- The Headteacher will also decide how many days your child can be taken away from school if the absence is granted.

Exceptional Circumstances

It is at the school's discretion to decide which circumstances are 'exceptional'. Examples of circumstances that are not exceptional may include:

- Cheap holidays/flights or holidays/flights that have already been paid for
- Relatives visiting or visiting relatives
- Absence that coincides with important school events such as the start of term or exams.

As a general guideline, exceptional absence circumstances usually apply only to immediate family. Requests for leave related to extended family and friends are likely to be refused.

What if I take my child on an unauthorised absence?

If you take your child out of school without advance permission (except where he or she is unwell), you can be fined or even prosecuted. This could involve:

- A fixed penalty notice of £60 per parent, per child within 21 days, or £129 per parent, per child within 28 days.
- A parenting order, education supervision order or school attendance order where your child repeatedly misses school without a good reason.

Why is it important?

Missing two weeks of school for a holiday might not seem like very much, but it can have a big effect on your child's education.

For example, if your child misses two weeks of school every year, this adds up to more than two terms over the child's whole time in school.

Making sure your child attends school as much as possible means:

- Your child will have the same education and opportunities as everyone else in the class
- You won't need to worry about catching up on work, or that your child might fall behind because of missing an important lesson
- Your child won't miss out on activities at the start and end of term, which are often fun and a chance to develop friendships.

Please help your child not to miss any valuable time of their education.

You can find out more about the rules around term-time absence in the following GOV.UK sources:

School attendance and absence: overview

<https://www.gov.uk/school-attendance-absence/overview>

The Education (Pupil Registration) (England) (Amendment) Regulations 2013: regulation 2, [legislation.gov.uk](https://www.legislation.gov.uk):

<https://www.legislation.gov.uk/ukxi/2013/756/regulation/2/made>