

School application for leave of absence during term time
Hill View Primary Academy



Parents/carers must ask permission for their child to be absent during term time, and it is at the Headteacher's discretion to decide if the absence will be authorised. The Headteacher may authorise absence for leave only in exceptional circumstances. If leave is taken without permission, or no application is made, parent/carer(s) risk being issued with a Penalty Notice or being prosecuted on their return. Parent/carer(s) wishing to apply for their child to have leave from school should complete this form and return it to **Hill View Primary** for consideration.

PARENT/CARER(S) SECTION (to be completed first)					
Child's name:					
Date of birth:		Year group:		Class / tutor group:	
Parent(s)/carer(s) name(s):					
Child's address: Include parent's address if different from child:					
Telephone number:			Email address:		
Reason for request:					
Date of first day of absence:				Date of return to school:	
Parent/carer signature/s:				Parent/Carer Print Name:	
SCHOOL SECTION (Please return a copy of this form to the parent/carer after consideration)					
Leave in term time request (delete as appropriate):	(i) approved days			(ii) not approved school days	
Reasons (optional):					
<p>Should the request not be approved, but the leave still taken, the Headteacher will decide whether grounds are met to refer to BCP for prosecution. Further information can be found in the BCP Code of Conduct, available on the BCP website. A Penalty Notice could be issued in lieu of a prosecution by BCP Council on your return, incurring a fine of £80 if paid within 21 days, or £160 if paid within 28 days. If this is a second fine for the same child within any three-year period, this will be charged at the higher rate of £160. Fines per parent are capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered.</p> <p>If the Penalty Notice is not paid BCP Council will consider prosecution proceedings under s.444(1) or 444(1A) Education Act 1996. If convicted, sanctions can include a fine of up to £2,500 and a prison sentence of up to 3 months, and you will have a criminal record.</p> <p>Please note that Penalty Notices can be issued per parent, per child.</p>					
Headteacher signature:				Date:	

Absence in Term Time- Information for parent/ carer's

What is good attendance?

At Hill View Primary Academy our aspiration that all pupils attend school at least 97%+, unless there are chronic health conditions or other specific mitigating circumstances.

What does the law say?

Changes to legislation which came into force in September 2013 made clear that Schools may not grant any leave of absence during term time unless there are exceptional circumstances.

The Government says that all children should attend the school that they are registered at every day unless:

- They are too ill to go in.
- They have permission from the school or there are other arrangements agreed by the school.

When will absence requests be authorised?

- Government guidance means that at Hill View we are only permitted to authorise absence in exceptional circumstances, and this can only be done by the Head or Deputy.
- The Head or Deputy will consider each absence request individually against the guidance from the Government and decide whether to grant the absence. They will also decide how many days would be authorised if an extended absence is requested.

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

- Holidays/ flights in term time that have already been paid for.
- Relatives visiting or visiting relatives.
- Days off for birthdays and trips.
- Absences that coincide or overlap with the start or ends of terms.
- A request for a family holiday during term time is not an exceptional circumstance it is a choice and will not be authorised and may attract a Fixed Penalty Notice and fine.

Examples of exceptional circumstances where a request for an absence may be authorised:

- Religious Observance –allowed for recognised religious observance and only where the observance is recognised by the religious body
- Medical, Dental or Hospital Appointments – where possible, please ensure these appointments take place out of school time in order not to disrupt your child's education.
- Absence due to bereavement of a close family member will be assessed on an individual basis but likely to be a maximum of 3 days absence

What if I take my child on an unauthorised absence?

Please be aware that unauthorised holiday absence of 10 sessions (5 days) or more can result in the issuing of a Penalty Notice, as of August 2024 this carries a fine of **£80 if paid within 21 days, or £160 if paid within 28 days**. Penalty Notices are served per parent, per child.

In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160. Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered.

If you're prosecuted and attend court because your child hasn't been attending school, you could get a fine of up to £2,500.

If there are exceptional circumstances behind your request, you should write these on the form along with the purpose of the leave of absence. Absence will either be authorised or unauthorised by the school. Should you wish to discuss your request further you should request an appointment with the Attendance Lead in the first instance.

Why completing this form is important?

It is important that you are honest and inform the school where your child is if they are not at school or if you plan for them to be absent from school. We are committed to work with parent/ carers to ensure that every child attends well and makes good progress at our school. We have to comply with the legal frameworks set out by the government and this includes ensuring that we know where your child is whilst they attend our school.

Attendance is important to ensure that your child has the same education and opportunities as their peers, does not miss out on or have to catch up with important learning that can affect educational progress and achievement.