

# REQUEST FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME



Pupil: .....

Year Group: .....

Parent/Carer Address: .....

Postcode: ..... Email address .....

Please note that acknowledgment of your request for leave of absence will be emailed to you, we may also email you to ask for further information if needed.

I wish to apply for my child to be absent from school  
**I understand that high levels of absence have a negative impact on the learning and development of my child.**

Reason for absence:

.....  
.....  
.....  
.....

**Please note that any applications for leave of absence for the reason of a family holiday will NOT be considered unless there are exceptional circumstances involved. If you are wishing to make such an application, a detailed written reason must accompany this form and a final decision will be made. You may also wish to contact the school prior to handing in this form to discuss your circumstances.**

**For any absence requested by an outside organisation (e.g. an approved sporting activity, music exam, dance event) please attach a letter addressed to the Head teacher from the organisation, requesting permission leave with reasons and dates.**

Date of first day of absence: .....

Date of last day of absence: .....

Total number of days missed through absence: .....

*I am making an application for my child named above to have authorised absence for the reason stated. I understand that if the request is not agreed then any absence will be treated as unauthorised and may lead to the issue of a penalty notice or a Summons for irregular school attendance.*

Name of Parent/Carer making the application: .....

Parent/Carer signature: ..... Date: .....

**PLEASE RETURN COMPLETED APPLICATION FORM TO THE SCHOOL RECEPTION GIVING  
AT LEAST 4 WEEKS NOTICE OF INTENDED ABSENCE**

## For Office use only

Current Attendance: .....

Number of days requested: .....

Number of authorised absences: .....

Number of unauthorised absences: .....

Request Authorised: YES NO

Signed: .....

# REQUEST FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME



Dear Parent/Carer,

## Leave of Absence Requests

As part of the ongoing drive to raise standards and achievement for all pupils, the government has instructed ALL schools to ensure that policies are clear for leave of absence. This is as part of the wider national agenda to improve attendance at all levels of schooling, as research continues to show the clear link between regular attendance and consistent good progress.

Schools have been instructed **not** to authorise any applications for holidays during term time unless there are exceptional and extreme personal circumstances to be taken into account. In these cases, a detailed written reason explaining the circumstances must accompany the request and school will then make a final decision. However, even in cases of extreme circumstances, the school must always consider the educational implications of any absence on a pupil's progress and will look carefully at previous attendance, attainment and the viability of the absence occurring during school holidays before making a final decision. Please note that issues such as parents' annual leave, financial costs (cheaper holidays) or family birthday etc will not be considered as exceptional circumstances.

We are committed to ensuring that all pupils have the best opportunity to make progress and support any developments that enable them to do this. We will be working closely with Nottinghamshire County Council Targeted Support Service in order to monitor and record all applications for leave of absence. Please note that any unauthorised holidays will be recorded as unauthorised absence and may lead to involvement of Targeted Support Services and subsequent further action. Also, any such absence masquerading as illness will also be recorded as unauthorised.

## Fines and Prosecution

The law states that for your child to be considered to attend school regularly they must be at school every day they are required to be there by the head teacher. This was confirmed in a Supreme Court ruling in 2017. You can be fined for taking your child on holiday during term time without the head teacher's permission. Morningside will refer families to the local authority for unauthorised leave of absences.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days or £160 within 28 days. If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days. A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken including prosecution.

Parents who decide not to pay a fine and contest the matter in court should seek legal advice before doing so.

Parents wishing to make an application should do so at least 4 weeks in advance of the planned absence by using the Leave of Absence Form available at the Office.

**We are proud of our current attendance records and thank all parents for their continued efforts to ensure that pupils attend school on a regular basis. We hope that we can count on your continued support with this.**

Yours sincerely

Rebecca Joyce  
Acting Head teacher