



**Newcomen Primary
School**

**Application for Leave of Absence of
School Child During Term Time**

**ABSENCES TAKEN IN SEPTEMBER AND DURING FORMAL EXAMINATION PERIODS
INCUR AN IMMEDIATE FINE**

LEAVE OF ABSENCE WILL NOT BE GRANTED FOR HOLIDAYS DURING TERM TIME

Name: Class

Address:

Reasons for Application: Country of Destination

1st Day of Absence to Last Day of Absence

No Of Days Requested Date of Return to School

Signature of Parent/Carer: Date:

*(This form should be completed by the person with parental responsibility for the child
and be submitted to the Headteacher before any leave is taken.)*

**NO LEAVE OF ABSENCE WILL BE AUTHORISED DURING
THE MONTH OF MAY WHEN KS1 AND KS2 SATS TAKE PLACE**

KS2 SATS 13-16 MAY 2024

Please also note, it is educationally very detrimental for a child to miss any education in the months
before national testing takes place. R/Y1/Y3/Y4 and Y5 have their assessments in June.

Please see school website for dates

Authorisation of this request will be at the Headteacher's discretion.

PLEASE SEE REVERSE FOR MORE INFORMATION

For Office Use Only

Attendance information for current year: % Attendance

No of days authorised absence: Medical Other Circumstances

No of days unauthorised absence: Medical Other Circumstances

Attendance information from previous year: % Attendance

No of days authorised absence: Medical Other Circumstances

No of days unauthorised absence: Medical Other Circumstances

Current punctuality issues:

- ♦ The application for Leave of Absence has been authorised
- ♦ The application for Leave of Absence has **not** been authorised due to Government Legislation

Signed: (Headteacher) Date:

- ♦ **Where the Headteacher has agreed to Leave of Absence, this will be recorded as AUTHORISED absence.**
- ♦ **In all other cases, this will be recorded as UNAUTHORISED absence. Unauthorised absences are referred to the Attendance & Welfare Service and may incur penalty fines.**

Leave of Absence

Amendments have been made to the 2006 regulations removing references to family holidays and extended leave as well as the statutory threshold of ten school days. The amendments make it clear that Headteachers may not grant any leave of absence during term time for holidays. These amendments came into force from 1 September 2013.

This means that from 1 September 2013 we are no longer able to authorise any term time absence for holidays.

Department for Education states: "Term times are for education. This is the priority." Children and families have 175 days off school to spend time together, including weekends and school holidays. Newcomen Primary School will rightly prioritise attendance and adhere to DfE and LA guidelines. The school policy is that absences will not be granted during term time and will only be authorised in exceptional circumstances (see below).

If an event can reasonably be scheduled outside of term time, then it would not be normal to authorise absence.

Absence during term time for holidays/vacations is therefore not considered an exceptional circumstance.

EXCEPTIONAL CIRCUMSTANCES

School defines an 'exceptional circumstance' as a one-off request during a child's time at Newcomen Primary School (for example, 1 day for a family wedding within immediate family, 1 day for a family funeral, serious illness of a family member and service personnel returning from tours of duty).

We appreciate all individual circumstances and work commitments. However, in line with statutory guidance, work holiday rotas cannot be accepted as these are not deemed 'exceptional circumstances'.

Removing a child from school to take a family holiday will be recorded as **unauthorised** and referred to the Local Authority. This could result in a penalty notice being issued to the Parents of the child. The penalty is £60 if paid within 21 days or £120 if paid within 28 days.

Penalty notices are issued to each parent, for each child.