

**DORMANSTOWN PRIMARY ACADEMY**

**APPLICATION FOR LEAVE OF ABSENCE OF  
SCHOOL CHILD(REN) DURING TERM TIME**

NAME: ..... CLASS: .....

NAME: ..... CLASS: .....

NAME: ..... CLASS: .....

ADDRESS: .....  
.....

REASONS FOR APPLICATION: .....

PROPOSED DATES OF ABSENCE: FROM ..... TO .....

SIGNATURE OF PARENT/CARER: ..... DATE: .....

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

**Holidays during term time will not be authorised.**

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**For Office Use Only**

**Child 1:** Attendance for current Year:..... number of days authorised absence  
..... number of days unauthorised absence  
Attendance from Previous Years: ... ..  
Current attendance/punctuality\* issues: .....

**Child 2:** Attendance for current Year:..... number of days authorised absence  
..... number of days unauthorised absence  
Attendance from Previous Years: ... ..  
Current attendance/punctuality\* issues: .....

**Child 3:** Attendance for current Year:..... number of days authorised absence  
..... number of days unauthorised absence  
Attendance from Previous Years: ... ..  
Current attendance/punctuality\* issues: .....

- ◆ The application for Leave of Absence has been authorised
- ◆ The application for Leave of Absence has **not** been authorised for the following reason(s):

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

Signed: ..... (Executive 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 Educational Welfare Service and may incur penalty fines.

## **HOLIDAYS IN TERM TIME**

The Law says that parents do not have the right to take their child out of school for holidays during term time.

All schools in Redcar and Cleveland have agreed the following procedures: -

- ◆ If your child is absent from school due to a family holiday this will be recorded as unauthorised and may result in a referral to the Local Authority.
- ◆ The school can also decide to withdraw your child's place from that school and this could result in your having to apply to a different school for your child.

### **You should consider**

- ◆ What it will mean for your child to miss lessons.
- ◆ The problems your child might experience because you decide to take a holiday during term time, **especially**:
  - close to exams or tests, for example Standard Attainment Tests (SATs)
  - during the first year at a new school
  - at the beginning of a new school term
  - if your child is already having difficulties in school
  - if your child has already missed school for other reasons

### **Your Request:**

**If you decide to still make a request, which must be for the purpose of an annual family holiday, you should:**

- ◆ Complete the Application for Leave of Absence request form.
- ◆ Give one month's notice, where possible.
- ◆ Be a parent with whom the child normally resides.
- ◆ Agree not to make multiple or conflicting requests when applications are made by separated parents or other relatives, such as grandparents. This will not be considered a reason to ask for additional holidays in term time.

### **The Decision**

Removing your child from school to take a family holiday will be recorded as **unauthorised** and referral made to the Local Authority.

This may result in a penalty notice being issued to the parents of the child.

The unauthorised absence will be noted on your child's Record of Achievement.

In these circumstances, the school is required to inform the Education Welfare Service. The Attendance and Welfare Manager will consider ALL the circumstances and a Penalty Notice may be issued. A Penalty Notice is a fine of £60, if paid between 1-21 days after issue, increasing to £120 if paid between 22-28 days. Penalty Notices are issued to parents for each child taken out of school for an unauthorised holiday.