



HAPPY! HEALTHY! AIMING HIGH!

**Federation of Angel Road Schools
Application for pupil leave of absence during term time**

We believe that taking your child out of school during term time could be detrimental to your child's progress and development at school.

Leave of absence during term time can only be granted when there are exceptional circumstances. This means that holidays will usually be recorded as unauthorised absence. However, we appreciate you applying for leave of absence so that we know the reasons why children are missing school.

Name of child:	Class:
Leave requested from _____ to _____	
Total number of school days	
Reason for application	
Signature of parent	Date:
SCHOOL RESPONSE	
Your child's current attendance is ____%	
National average for primary school children is 95.2%	
This application for leave of absence has/ has not been authorised	
Signature of Headteacher: _____	

The school will pursue a Fixed Penalty Notice where any pupil has an attendance of 15% or more unauthorised absence for reasons **other than** a term-time holiday within a six week period or where in a 12 week period, there are unauthorised absences bringing attendance below 90% and some or all of the absence may be attributed to an unauthorised holiday in term-time.

You will be informed in writing with this reply if the school is considering this course of action.

What do attendance percentages mean?

There are 190 days in an academic year

	Missed per year		Missed per school career
95%	9.5 days	Or 2 weeks	23 weeks
90%	19.5 days	Or 4 weeks	47 weeks
85%	28.5 days	Or 6 weeks	68 weeks
80%	38 days	Or 8 weeks	91 weeks

Fixed Penalty Notice

The Local Authority has statutory powers to use Penalty Notices to help tackle irregular school attendance and unauthorised absences. An unauthorised absence is any absence that the school has not given permission for or the parent/carer has been unable to provide a reason for the absence, which is acceptable to the school.

Any pupil who has an attendance of 15% or more unauthorised absence for reasons **other than** a term-time holiday within a six week period or where in a 12 week period, there are unauthorised absences bringing attendance below 90% and some or all of the absence may be attributed to an unauthorised holiday in term-time will meet the criteria for legal intervention which could be in the form of a Fixed Penalty Notice.

A Penalty Notice is an alternative to a prosecution to the offence and can be issued when it is felt that parents/carers are failing in their legal responsibility to ensure their child attends school regularly.

If a Fixed Penalty Notice is issued it is a fine of £60 per parent per child which must be paid in one payment in 21 days, if unpaid a further invoice for £60 per parent per child is issued, both individual invoices would then have to be paid making a total payment of £120 in 28 days

Failure to pay the total amount within the timescale will result in legal action being taken.



HAPPY! HEALTHY! AIMING HIGH!

Thank you for your application for leave of absence during term time. Unfortunately the request has been refused and if your child is not present in school their absence will be recorded as unauthorised.

As your request would meet the Local Authority's criteria of either:

1. 15% or more unauthorised absence for reasons **other than** a term-time holiday within a six week period.
2. Where in a 12 week period, there are unauthorised absences bringing attendance below 90% and some or all of the absence may be attributed to an unauthorised holiday in term-time.

We will issue a fixed penalty notice if your child is absent for this period.

A Penalty Notice is an alternative to a prosecution to the offence and can be issued when it is felt that parents/carers are failing in their legal responsibility to ensure their child attends school regularly.

If a Fixed Penalty Notice is issued it is a fine of £60 per parent per child which must be paid in one payment in 21 days, if unpaid a further invoice for £60 per parent per child is issued, both individual invoices would then have to be paid making a total payment of £120 in 28 days

Failure to pay the total amount within the timescale will result in legal action being taken.

If you would like to discuss this with me please contact me at school.

Yours sincerely,

Chris Read
Headteacher