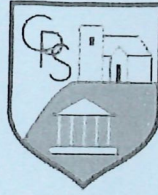


Capel-le-Ferne
 Capel Street, Capel-le-Ferne, Folkestone, Kent,
 CT18 7HB, Phone: 01303 251353



Primary School
 Headteacher – Mr A Richards
 Email: office@capel-le-ferne.kent.sch.uk

APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Time off school for family holidays is not a right. From September 2013 the Department for Education have amended the pupil Registration Regulations, removing the Head Teacher's ability to authorise leave of absence for the purpose of a family holiday. Section 444 of the Education Act 1996 says that parents are **guilty** of an offence of failing to secure regular attendance at school unless they can prove that the child was absent:

- With leave (the school has given permission)
- Due to sickness or any unavoidable cause (the sickness or unavoidable cause must relate to the child, not the parent)
- Religious observance
- Failure by the Local Authority to provide transport

In law, these are the only acceptable reasons for a child being absent from school.

The Head Teacher may authorise absence in 'exceptional circumstances', but this must be requested in **10 school days in advance** and agreement to each request is at the discretion of the Head Teacher, acting on behalf of the Governing Body (Education Pupil Registration (England) Regulations 2006). Each case will be judged on its merits and the Head Teacher's decision is final. Once the decision not to authorise leave is taken, it cannot be authorised retrospectively.

Exceptional Circumstances – Family holidays, cannot be approved, even if the parent is unable to take time off work at any other time, unless a parent, due to the nature of their work, cannot possibly take time off during the regular school holidays, then this **might** constitute an exceptional circumstance. This will need to be evidenced by a letter from the employer. Other factors will still be taken in to account.

An 'exceptional circumstance' would have to be defined as an unavoidable cause eg, a one-off emergency situation which prevents the child from attending school.

Requests for holidays in term time will not be authorised.

If the absence is not authorised and the holiday is taken anyway, the case will be referred to the Attendance Service who will issue a Penalty Notice to each parent for each child taken out of school.

| | | | |
|-------------------------|--|--------|--|
| FULL NAME OF CHILD(REN) | | | |
| D.O.B. | | CLASS: | |

Date of First Day of Absence: _____ Date of Return: _____

Number of Days Requested: _____ Reason for absence during term time: _____

Signature of parent or guardian: _____ Dated: _____

Full Name (please print): _____

School/office use only:
 Total sessions (i.e. half days) pupil absence this year:
 Total unauthorised pupil absences this year: