

APPLICATION FOR LEAVE OF ABSENCE FOR TERM TIME HOLIDAY

Please attach a letter outlining the exceptional circumstances for which a term time holiday is being applied for. This does not automatically mean that the holiday will be authorised but, if it is not provided, the school will be unable to consider whether to authorise the request.

Name/s	
Date of Birth	
Class	
Date of first day of absence	
Date of return to school	
Number of days requested	

I confirm that I have read the Local Authority guidance (see copy overleaf) and I have attached a letter outlining exceptional circumstances:

Signed:

Date:

Name:

Contact telephone number:

✂

School use only:

Attending preceding 12 weeks	
Authorised sessions this academic year	
Unauthorised sessions this academic year	
Total absence % this academic year	

HOLIDAY APPROVED: Yes No	
Signed:	Date:

Guidance to Essex schools on pupil holidays in term time

There is no entitlement for you to take your child on holiday during term time. You can be fined for taking your child on holiday during term time without consent from the school.

Absence during term time should be avoided because children can fall behind with their work and may find it difficult to integrate.

An application for leave must be made in writing to the school, detailing the exceptional circumstances.

The headteacher must be satisfied the circumstances warrant the granting of leave. Leave of absence may not be granted during term time unless there are **exceptional circumstances**. They will determine the number of school days a child can be away from school if the leave is granted.

If you do not apply for leave of absence in advance, the absence will be recorded as unauthorised. If your child is away for longer than was agreed, any extra time is recorded as unauthorised.

Exceptional circumstances may include:

- An immediate family member is terminally/critically ill;
- Families who have been through a traumatic or acrimonious divorce;
- Families where circumstances are known to the school and where it may be beneficial for them to take time out together.
- Service personnel where a parent/carer has just returned from a tour of duty and needs time with the family;

It is expected, where a school has not agreed to authorise the absence for a term time holiday, there will have been written contact with the family to ensure that they are fully aware of the reason(s) why it has not been agreed and that parents are aware of the possibility of a penalty notice being issued which could lead to prosecution for non-attendance if they fail to pay.

The Local Authority expects schools to apply for a penalty notice following an unauthorised term time holiday within two weeks after the pupil's return to school following the unauthorised holiday. It is the Education Compliance who will make the decision on whether to issue a penalty notice, based on the evidence supplied by the school. A penalty notice will be considered by the Local Authority if there have been 10 sessions (5 consecutive days) or more of unauthorised absence due to a holiday taken during an academic year, and

- attendance is below 90% during the preceding 12 weeks before the holiday was taken, or
- the holiday was taken during the month of September, or
- the holiday was taken during tests or examinations, or
- it is the second holiday taken in any one academic year, or
- the pupil is in Year 6.

The penalty for each parent is £60 for each child, if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days, but within 28 days of receipt of the notice. If the penalty is not paid in full by the end of the 28 day period, Essex Compliance Team will prosecute for the offence to which the notice applies. The prosecution is not for non-payment of the notice, but it is prosecution for irregular school attendance (*Education Action 1996 Section 444(1)*). There is no statutory right of appeal against the issue of a penalty notice.