



Application for Absence During Term Time

Name of School: Kirkstall St Stephen's C of E (VA) Primary School				DfE Number: 3904	
<p>Parents, you do not have the right to take your child out of school during term time. By law you must ask permission for your child to miss school. If you fail to gain the school's permission you risk receiving a £60 penalty notice per child, per parent. All schools in the north-west area of Leeds have agreed to follow a common policy on absence during term time. Good attendance leads to improved outcomes for your child.</p> <p>If you would like to apply for permission for your child to be absent from school you must complete this form and return it to the school for authorisation at least 10 school days in advance of the proposed leave.</p>					
PARENTS SECTION (to be completed first)					
Surname of child			First name		
Date of birth			Year Group		
Surname of parent/carer			First name		
Address of child					
Postcode			Telephone number		
Information about the request for your child's leave of absence	Reason for the absence in term time				
	Would she/he miss any national tests or examinations?	Yes	No		
	Is her/his attendance already below 90% or a previously agreed individual target?	Yes	No		
	Is the requested absence during the month of September?	Yes	No		
	Would she/he be absent for more than ten school days?	Yes	No		
	Has she/he already had leave during term time this year?	Yes	No		
	If your child has had absence during term time approved during this school year please state the number of days previously agreed.				Days
	Does your child have any siblings for which you are requesting absence in term time in other schools?	Yes	No		
If you have answered yes to the previous question please state which schools your other child/ children attend.					
Length of absence (school days)		From (date)	To (date)		
Emergency telephone contact in the Leeds district					
Parent/Carer signature					
For school use only – The cost, convenience or availability of a holiday must not be taken into consideration					
Does the absence requested occur in September?				Yes	No
Does the absence occur during a period of national tests or exams?				Yes	No
Is the child's attendance below 90% or an individually agreed target?				Yes	No
If this request is approved will the child's absence exceed 10 days in this school year?				Yes	No
Has the child had 2 days absence this year for religious observance?				Yes	No
Has the child got siblings in another school for which an absence has been requested?		Yes	No	Other school contacted?	
Signed:		ABSENCE APPROVED		No	Yes

Statutory Declaration

Legal responsibility

As a parent/guardian I understand all children aged between 5 and 16 are required by law to receive an education, under the provisions of the Education Act 1996, it is my responsibility as a parent to ensure the regular school attendance of my children and failure to do so could result in legal proceedings being taken by the Local Education Authority.

I understand that requests for leave can only be granted by schools if there are **exceptional circumstances**, and holidays are not considered exceptional. They must also be made to the school in advance, as the Department for Education has told schools that they cannot authorize any absences after they have been taken.

The Law

By law, you must ask permission for your child to miss school. If you don't you risk a penalty notice and the absence will be counted as unauthorized.

I understand if my request is unauthorized I am most likely to be fined, **£60 per parent, £60 per child** (for example a family of 4 with 2 parents and 2 children will be fined a total of £240)

Once the penalty notice is issued, I have 21 days in which to pay the fine. If I fail to pay in that time period, the fine **will double** and I then have another seven days in which to pay, taking the total time in which to make payment to 28 days.

If I fail to make payment after 28 days then the Local Authority has the power to prosecute me in the magistrate's court for the offence of failing to ensure my child attends school regularly. A guilty verdict at court can lead to a fine of up to £1000 and a criminal record which can affect employment opportunities.

Our Policy

Parents do not have the right to remove their children from school in term-time. The Headteacher will decide whether or not an absence should be authorized.

Headteachers will only authorize an absence in term time when there are exceptional reasons for a child to miss school. Absence in term time should be made in advance on the appropriate form and show the exceptional reasons why the absence has to be in term time.

Absence in term time will not be authorized under the following circumstances:

- During national or school tests or examinations
- When a child's attendance is below 90%
- During the month of September
- For more than 10 days during term time in any school year.

The cost, convenience or availability of a particular holiday will not be taken into consideration.

Absence for religious observance may be agreed by the Headteacher but will not exceed 2 days in any school year.