

DOWNSVIEW PRIMARY & NURSERY SCHOOL

ADVICE TO PARENTS/CARERS ON PUPIL LEAVE OF ABSENCE DURING TERM-TIME

Parents and carers should not book holidays during the school term – these are rarely authorised. Please note that there is no parental entitlement to withdraw your child from school to attend a family holiday. Even a short absence may prove detrimental to your child's progress. Each child's attendance and the number of days pupils are absent is closely monitored by the school.

A leave of absence will only be authorised in exceptional circumstances. Any parent/carer wishing to take their child on a leave of absence during term-time must first make an application to the Head Teacher on the attached form, at least 14 days prior to the date of the request, giving full details and supported by an explanatory letter. In some cases, the school may request further information from parents or carers. Such applications may be referred to the Governing Board.

Parents/carers who withdraw their child from school without prior consent or who extend an agreed leave of absence without consent should note that such absence will be recorded as unauthorised and will be reported to the Education Welfare Officer.

Cases of unauthorised absence will be referred to the Education Welfare Officer who may take action including:

- The issuing of a penalty notice of £80 per child, per parent* (please see note below)
- The use of a Parenting Contract
- Prosecution for non school attendance

*** National Framework for Penalty Notices**

Amendments to regulations will reduce the timescales for paying a penalty notice. Parents must, from 19th August 2024, pay £80 within 21 days or £160 within 28 days. This brings attendance penalty notices into line with other types of penalty notices and allows local authorities to act faster on prosecutions.

APPLICATION FOR PUPIL LEAVE OF ABSENCE DURING TERM-TIME

PLEASE READ THE NOTES OVERLEAF BEFORE COMPLETING THIS FORM

Parents who remove their child(ren) from school during term-time without authorisation may be subject to a Penalty Notice.

Full name of child/ren:	Class
Address:.....	
Date of absence:.....Date of return to school:..... No. of school days absent.....	
Reason for request:.....	
Signature of Parent/CarerDate:.....	

LEAVE OF ABSENCE	Date form received by school
	Child's current attendance %
	Number of late marks
Dear Parent/Carer	
Thank you for your application for leave of absence for:	
<input type="checkbox"/> Your child's absence has been authorised fordays under exceptional circumstances from to	
N.B. Special circumstances If you do not return within the specified authorised time, your child's place cannot be guaranteed and they may be taken off roll. I must inform you that, in accordance with Croydon Protocol, if your child is absent without authorisation , each parent may receive a Penalty Notice of £80 per child from the Education Welfare Service.	
Signature of Head/SLT	
Date:.....	
Revised: September 2024	