

HARLINGTON AREA SCHOOL TRUST

APPLICATION FOR LEAVE OF ABSENCE FOR YOUR CHILD DURING TERM-TIME

As a Parent/Carer, you should complete this form and return it to your child's school AT LEAST SIX (6) WEEKS before the date when you want the period of absence to start. (A separate application must be completed for each child)

Child's Full Name:

Date of Birth.....Year Group.....Class/Form.....

Address.....

Period of Absence: From To (inclusive)

Number of Days Absent: Date of Return to School:

Reason Requesting Absence (if request is for a family holiday, please explain the exceptional circumstances why it MUST be in term time)

Name: Relationship to Child:

Signed: Date:

Please indicate if your child has siblings in other HAST schools:

- | | |
|--|---|
| <input type="checkbox"/> Harlington Upper School | <input type="checkbox"/> Harlington Lower School |
| <input type="checkbox"/> Arnold Academy | <input type="checkbox"/> Ramsey Manor Lower School |
| <input type="checkbox"/> Parkfields Middle School | <input type="checkbox"/> Silsoe Lower School |
| <input type="checkbox"/> Chalton Lower School | <input type="checkbox"/> Sundon Lower School |
| <input type="checkbox"/> Eversholt Lower School | <input type="checkbox"/> Toddington St George C of E School |
| <input type="checkbox"/> Greenfield & Pulloxhill Lower Schools | <input type="checkbox"/> Westoning Lower School |

SECTIONS BELOW TO BE COMPLETED BY SCHOOL STAFF ONLY

SCHOOL ACTION

Current Attendance:

- | |
|--|
| <input type="checkbox"/> Previous holidays checked |
| <input type="checkbox"/> Liaise with HAST School prior to decision/authorisation |
| <input type="checkbox"/> Form teacher/Head of Year informed/consulted |
| <input type="checkbox"/> HAST School Signatory authorisation |
| <input type="checkbox"/> Supporting evidence required |

Application for Leave of Absence During Term Time Return Slip

To: Parent/Carer

Permission has / has not been granted for

to be absent from school for days from to (inclusive).

Reasons given (if appropriate)

Signed : Date:
(Designated School Signatory)

Please Note: Absence for family holiday will only be considered in Exceptional Circumstances. Holiday absences which have not been agreed will be marked as unauthorised and may be referred to the Local Authority for a Fixed Penalty Notice. The Policy is regularly updated and amended to take into account Local Authority and National Guidelines.

Please do not book any holiday until the school has been consulted.

Leave of Absence Requests – September 2014

Guidance from Central Bedfordshire Council (August 2013) regarding family holidays during term time and the use of Fixed Penalty Notices (September 2014) make it clear that there is **no right of entitlement to term-time leave** and any requests for such leave will not, as a rule, be granted.

It is only in very '**exceptional circumstances**' that leave will be granted. Any decision as to what constitutes 'exceptional circumstances' is down to the discretion of the Headteacher.

The following instances are offered as examples of what might reasonably be considered to constitute '**exceptional circumstances**':

- A parent or other close relative of the child has a serious, life-threatening or terminal medical condition and it is believed that the holiday requested may be the last opportunity for the family to experience such an event;
- A parent is in the armed forces and is shortly due to be posted overseas to a known danger-spot, such as Afghanistan;
- The family is in an extreme state of crisis and it is considered that the holiday in question may help the family to avert or better deal with this crisis;

Fixed Penalty Notices

A Penalty Notice (£60 per parent/carers per child) may be issued when:

- A pupil is taken out of school during term-time for a holiday which has not been authorised by the school;
- A truancy patrol carried out by a School Attendance Officer has found a pupil absent from school and the absence has not been authorised by the school;
- A child's school attendance has been poor and his/her school believe that the issuing of a Penalty Notice may lead to an improvement in the child's attendance (for example, when a child is persistently late for school and his/her parents/carers fail to address the situation).

Further information on the issuing of Fixed Penalty Notices can be viewed via Central Bedfordshire website at:

<http://www.centralbedfordshire.gov.uk/learning/schools/pupil-support/non-school-attendance.aspx>

Please support us by avoiding holidays during term-time.