

**ALEC HUNTER ACADEMY**  
**APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME**  
**UPDATED SEPTEMBER 2023**

Taking your child out of school during term time could be detrimental to their educational progress. **THERE IS NO ENTITLEMENT** to parents/carers to take a child out of school during term time. However, you may apply to the school for leave of absence in exceptional circumstances. Agreement to each request is at the discretion of the Headteacher (The Education (Pupil Registration) (England) (Amendment) Regulations 2013).

If the absence is not authorised and the leave is taken, the matter will be referred to Local Authority who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent/carer for each child taken out of school. Failure to submit a leave of absence request will result in the absence being unauthorised and a referral to the Local Authority who may again issue a Penalty Notice as above.

**Please note: If you have previously received a Penalty Notice for an offence of failing to ensure regular school attendance or been the subject of a prosecution for any child in relation to irregular school attendance, you may not be given the opportunity to pay a further Penalty Notice; your case may proceed directly to court.**

Please attach a letter outlining the special or exceptional circumstance for which a term time holiday is being applied for. If this is not provided, the school will be unable to authorise the request.

NAME OF CHILD (Please fill out a separate form(s) for any other siblings)	
DATE OF BIRTH	
TUTOR GROUP	
DATE OF FIRST DAY OF ABSENCE	
DATE OF RETURN TO SCHOOL	
NUMBER OF DAYS REQUESTED	
GUIDANCE FROM LOCAL AUTHORITY READ (The guidance can be found overleaf)	YES                      NO
LETTER OUTLINING SPECIAL/EXCEPTIONAL CIRCUMSTANCE ATTACHED	YES                      NO

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ CONTACT No: \_\_\_\_\_

**FOR OFFICE USE ONLY**

ABSENCE APPROVED	YES / NO / PARTIALLY
REASON FOR REFUSAL	
HOME SCHOOL ATTENDANCE OFFICER TO FINE	YES / NO
REASON	

SIGNED \_\_\_\_\_ DATED \_\_\_\_\_

## **INSTRUCTIONS TO ESSEX SCHOOLS ON PUPIL HOLIDAYS IN TERM TIME ISSUED BY THE LOCAL AUTHORITY**

**It is important that schools discourage parents from removing their children from education for any reason as absences may have a negative impact on the pupil's educational attainment and progress. A pupil who takes ten days absence will only attain 94.7% attendance in the year. Ten days absence also means the pupil will miss 50 hours of education.**

Parents should not take their children on holiday during term time and must apply for leave of absence in advance of taking it. The responsibility for authorising requests for term time holidays lies with the school. Each request for leave of absence should be considered individually, taking account of the age of the child, the pupil's overall attendance pattern – is attendance below 90% during the preceding twelve weeks; the pupil's stage of education and progress, time of the year of the proposed trip – does it coincide with tests or examinations? Is it at the start of the academic year? Is it attached to a school holiday? Is it the second holiday taken in any one academic year; or is the pupil in Year 11? Schools can only agree to absence for a family holiday if they believe there are exceptional circumstances which warrant it.

The Local Authority recommends that schools requests parents submit a letter along with their application to state the exceptional circumstances in which they are applying for a holiday during term time.

If parents do not apply for leave of absence in advance of taking it, the absence should be recorded as unauthorised. If parents keep a child away for longer than was agreed, any extra time is recorded as unauthorised. If a holiday is refused and the parent contacts the school to inform the pupil is unable to attend school due to illness, the absence should be recorded as unauthorised unless medical evidence is supplied by the parent.

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 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. This information must be included in school literature, such as the home school agreement, the school prospectus, leave of absence request forms, newsletters, attendance policies and web sites.

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 Attendance Compliance Team's Legal Intervention Panel who will make the decision on whether to issue a penalty notice based on the evidence supplied by the school. 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, the Attendance Compliance Team will either prosecute for the offence to which the notice applies or withdraw the notice. 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.

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A penalty notice may be withdrawn by the local authority named in the notice under the following circumstances:

- Where the local authority deems it ought not to have been issued i.e. where it has been issued outside the terms of the local code of conduct or where the evidence does not support the issuing of a penalty notice
- It appears to the local authority that the notice contains material errors
- Where it has been issued to the wrong person named as the recipient.