

Bugle School

LEAVE OF ABSENCE APPLICATION FORM

(please read the notes on the back of this form before you fill it in)

Child's name: _____ Class _____

First day of absence from school: _____

Last day of absence from school: _____

Total number of days absent: _____

Why are you planning your leave of absence during term time? Please include any information you would like us to consider.

I have read the attached notes. The information I have given on this form is correct:

Signature of parents or carer: _____ Date: _____

✂-----

To be completed by the school

Attendance to Date

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Dear

Thank you for your request to release _____ from school for your leave of absence.

- ☐ I am able to authorise the absence
- ☐ I am not able to authorise the absence, it being outside the terms allowed, and will have to record it as unauthorised absence.

Headteacher _____ Date _____

Notes on application for a Leave of absence

Notes on leave of absence

The value of regular attendance:

Your child must attend school regularly, especially to gain qualifications for their future employment. Research shows that pupils perform better if their parents or careers emphasise the importance of attending school.

Your legal responsibilities:

You have a legal duty to make sure your child attends school regularly and punctually. The school and the local education authority monitor your child's attendance and will take action if it is poor.

Planning your holiday:

We publish the dates of school terms well ahead. This is to help you plan your holidays. When you book your holiday, please check that it does not clash with the school term.

Absence for a family holiday:

The Government recommends that family holidays are taken outside school terms. Headteachers will sometimes give permission for a pupil to go on holiday during term time. The Headteacher will consider the reasons for the holiday and the pupil's record of attendance. The schools average attendance is currently 95%. If a child's attendance is below 95% the holiday is unlikely to be authorised.

Warning

If you decide to still take your child out of school, without permission, you will be committing an offence under the Education Act 1996. We may refer the matter to Cornwall Council who may decide to take legal action against you. A penalty notice can be issued under Section 444A and 444B of the Education Act 1996. This carries a fine of £60 if paid within 21 days or £120 if paid after this but within 28 days. Failure to pay the penalty notice may result in Court action. Persistent absence not authorized by the school may result in a prosecution in the Magistrates Court, leading to fines up to £2,500 and/or custodial sentences.

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