



# CAMPSMOUNT

## Application for Leave of Absence 2023-24

(Please read the notes overleaf before completing this form)

The Education (Pupil Registration) (England) Regulations 2006 (Amended September 2013) state that Headteachers/Principals may not grant any leave of absence during term-time unless there are exceptional circumstances.

Child's Details			
Pupil Name (in full)		Date of Birth	
Address (Inc post-code)			
Pupil Name (in full)		Date of Birth	
Address (Inc post-code)			
Pupil Name (in full)		Date of Birth	
Address (Inc post-code)			
Parent/Guardian Details			
Parent 1 Name (Inc title):		Date of Birth	
Relationship to Student			
Address (Inc Post Code)			
Parent 2 Name (Inc Title)			
Relationship to Student			
Address (Inc Post Code)			
Reason for the Request:			
First Day of Leave		Last Day of Leave	
Return to School Date			
Adult Accompanying Pupil			
Signature of Parent		Date	
Principal's Decision			
Signature of Headteacher/Principal		Date	



# CAMPSMOUNT

## Notes for Parents Application for Leave of Absence 2023-24

Please complete the form overleaf and return it to the Principal for any application for leave of absence for the Academic year commencing 1st September 2023-24. The decision will be based on the Education (Pupil Registration England) Regulations 2006 \*Amended September 2013). Headteachers should determine the number of school days a child can be away from school if leave is granted and may make the decision following advice from the Local Authority.

Any absence which does not meet the criteria of being an "exceptional circumstance" will be marked as unauthorised absence and as such you may be at risk of receiving a Fixed Penalty Notice. Please be aware that BOTH parents are at risk of receiving a Fixed Penalty Notice for EACH child of the family with a period of unauthorised absence from school in line with Section 23 of the Anti-Social Behaviour act 2003.

If a Fixed Penalty Notice is issued the penalty is £60 per parent per child when payment is made within 21 days. If payment is made after 21 days but within 28 days this will increase to £120 per parent per child. Failure to pay within 28 days will result in a summons to appear before the Magistrates Court on the grounds that you have failed to secure your child's regular attendance at school. If the case progresses to court you may receive a fine of up to £1000.

The 2013 change to legislation states that it is really important that every child attends school for as many of 380 half-day sessions of the school year as possible. It is the responsibility of parents to ensure that their children do not take unnecessary time off school.

Any absence taken during term-time destroys the continuity of the child's education and reduces chances of success. Absence in the week prior to SATS tests or GCSE's will also disrupt revision and omit the reassurance that school staff can provide during the preparation period.

Absence taken during years 6,7, 10 and 11 and at the beginning of the academic year can also have a negative impact on transition and assessments.

### Criteria of Leave of Absence – Exceptional Circumstances

1. Where it is company/organisational policy for an employee to take leave at a specific time in the year and there is no opportunity for a family holiday in the school holidays. **This must be evidenced by production of the policy document of the organisation and not a letter from the employer.**
2. Service personnel returning from/scheduled to embark upon a tour of duty abroad.

Where there are other factors which the Principal/Headteacher may consider to be exceptional circumstances, this may be referred to the Local Authority for advice.