



APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Dear Parents/Carers,

The law does not grant parents an automatic right to take their child out of school during term time. If the request is for an absence in term time you must have Parental Responsibility and be the parent with whom the child normally lives with. Permission must be sought in advance **at least 10 days' notice** and must be for exceptional circumstances. Schools are only able to consider requests from the person who has parental responsibility and absence will only be authorised in exceptional circumstances. When deciding whether to allow term time leave.

PLEASE NOTE: if the absence request is unauthorised and the child is still taken out of school, this will be unauthorised and may make you liable for a Penalty Notice being issued. The Local Authority will be notified of the holiday taken and a Penalty Notice could be issued for each child taken out of school for each parent for parent; A parent can be issued with up to two penalty notice fines within a three-year period. The charge for the first offence is £80 per child/per parent (with parental responsibility) if paid within 21 days, doubling to £160 if paid within 28 days. The charge for the second offence is £160. Failure to pay a penalty notice fine may result in prosecution.

Please return this form to the school office or you can email to info@kilmorie.lewisham.sch.uk

Dear Headteacher,

Office use only

I wish to apply for: Name(s) of child (ren): _____ DOB: ___/___/___ Class: _____ Attendance: _____
_____ DOB: ___/___/___ Class: _____ Attendance: _____
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Absence dates from (inclusive): _____/_____/_____ to: _____/_____/_____

Total days taken (weekdays only): _____

Reason for absence request during term time:

If this is a holiday, please explain the exceptional circumstances, which mean holiday cannot be taken during a school holiday:

Signature of Parent/Carer 1: _____ Name: _____ Date: ___/___/___

Signature of Parent/Carer 2: _____ Name: _____ Date: ___/___/___

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- This request has been **authorised** for the following dates stated on the form.
- More than 5 days (not authorised).
- This request has **not** been authorised for the following reason(s):

Learning that will be missed	No exceptional circumstance / not accepted	Other:	
The time and duration of leave	Leave could have been taken during the school holidays		

Signed: _____ position: _____ Date: _____/_____/_____

Important information

- If you take your child on holiday in term time without the prior approval of the school, you may be issued a £80/£160 Penalty Fine, per parent, per child. As a Parent/Carer, you can demonstrate your commitment to your child's education by, whenever possible, taking your holidays during school holidays
- We recognise that it is often expensive to take a holiday during school breaks and that is why some parents may ask for term time leave for their children. However, it is important that parents carefully consider the implications of taking their child out of school during term time.
Research suggests that children who are taken out of school may never catch up on the work they have missed. This may affect test results and can be particularly harmful if the child is studying for their final year examinations. Children who struggle with English and Mathematics may also find it even harder to cope when they return to school, while younger children may find it difficult to renew friendships with their classmates.
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013 came into force on the 1st of September 2013. The amendments make it clear that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head Teachers should determine the number of school days a child can be away from school if the leave is granted. Holiday prices, and the fact that the parents have booked a holiday before checking with the school, are not exceptional circumstances.
- **FGM** - Our school has a responsibility to ensure that individuals, families and communities know that under the Female Genital Mutilation Act 2003 it is an offence to subject a girl or woman to FGM in the UK; to assist a girl to perform it on herself; for UK nationals or permanent residents to perform FGM abroad; or to assist anyone to perform FGM abroad **Please note:** We have a statutory duty to report cases of FGM, both known and suspected, to the police and other local authority services
- Schools count each school day as two sessions, one morning and one afternoon, making a total of 10 sessions over a full school week. Children must attend all 10 sessions each week to achieve 100% attendance. If a child does not attend school their attendance is reduced by 10% for each session missed. For example, if a child has a half-day absence in a full school week they will have attended nine sessions out of 10. This means they will achieve 90% attendance. If a child is absent for a whole week, their attendance is 0%. Schools will then calculate each child's attendance over a whole term.
- Please contact your child's Headteacher if you wish to discuss this issue further. The law requires schools to be open to pupils for 190 days each year, and every day is important. Please help them not to miss any of this valuable time.

