

REQUEST FOR LEAVE OF ABSENCE IN TERM TIME

The Education (Pupil Registration) (England) Regulations 2006 (as amended) sets out the law in respect of leave of absence for a pupil during term time.

An application for leave of absence in term time should be made to the Head Teacher for the academy at which the child is on roll, by a parent with whom the pupil normally resides, giving at least one month's notice.

St Oswald's Catholic Academy Trust requires an application for leave of absence in term time to be completed whenever a child is to be absent from school, for any reason, other than medical absence. This ensures the academy is aware of the absence and the appropriate safeguarding practice has been followed. Where the absence is for medical reasons, a letter, appointment card or similar is required for the absence to be authorised.

A SEPARATE APPLICATION IS REQUIRED FOR EACH CHILD.

NAME & ADDRESS OF PARENT(S) WITH WHOM THE CHILD NORMALLY RESIDES:
By signing you are agreeing to the application being made.
SIGNATURE(S)
DATE:

Where leave of absence is taken without application, this will be investigated in accordance with the academy's safeguarding and child missing from education procedures and may involve a referral to the Local Authority Children's Services and the police. Fines may be issued.

CHILD DETAILS		
NAME:	DOB:	ADDRESS:
ACADEMY:		YEAR GROUP:
DATES REQUESTED	FROM:	TO:
REASON FOR REQUEST:		
Has an application for leave of absence been made to another school? If yes, please give name of school.		

Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances.

The exceptional circumstances will focus on:

- a recent serious illness/bereavement of an immediate family member;
- a member of the Armed Forces whereby they need to undertake a tour of duty which conflicts with school holidays;
- restrictions on police leave, where a police officer has specific duties in relation to a national event which conflicts with school holidays.

Evidence of the exceptional circumstance will be requested.

The Head Teacher's decision is final.

For office use only. Please tick.	
LEAVE AUTHORISED Exceptional circumstance found REASON:	<input type="checkbox"/> LEAVE AUTHORISED Other Code REASON:
LEAVE DENIED Exceptional circumstance NOT found:	<input type="checkbox"/>
HEAD TEACHER SIGNATURE: DATE:	

A Penalty Notice can be issued by the Local Authority where leave of absence in term time is not granted, but taken.

A Penalty Notice is a fine of £60 payable within 21 days, if unpaid increasing to £120 payable within 28 days.

A separate Penalty Notice will be issued to each parent for each child who has not been granted leave of absence.

The Penalty Notice Code of Conduct is drawn up by the Local Authority which sets out measures to ensure consistency in the issuing of penalty notices. Details are available at:
[www.redcar-cleveland.gov.uk\Attendance & Welfare Service](http://www.redcar-cleveland.gov.uk/Attendance%20&%20Welfare%20Service)

A response to this request will be provided within 10 school days.

Christ Be Our Light

Our Catholic family of schools is committed to living and promoting Gospel values. Through mutual support and co-operation we strive to foster the spiritual, physical, emotional and academic development of young people entrusted to our care where each person is valued as an individual.
We aim for excellence in all we do.