North Park Primary School

Leave of Absence during Term Time Applications

Dear Parent / Carer,

Leave of Absence Application Form:

Please find attached an application form for leave of absence during term time. You should complete parts A and B, leaving part C blank for school use only.

Leave of Absence Regulations:

When making an application for leave of absence during term time, please be aware that from 1st September 2013, Head Teachers are not able to grant any leave of absence during term time **unless there are exceptional circumstances**. This is because of a change in the regulations, which is fully explained in the 'Frequently Asked Questions' page attached to the back of the application form overleaf.

The application form attached therefore asks you to outline the reasons why you feel your application for leave of absence during term time should be regarded as 'exceptional.'

Leave of Absence Authorisation:

Following the submission of your application, you will be notified as soon as possible of the School's decision. Please note that leave of absence authorisation is entirely at the Head Teacher's discretion, and if authorisation is granted, the number of days to be authorised will also be determined by the Head Teacher.

Parents / carers should be aware that if your requested leave of absence is not authorised, but you still take the child out of school, or you keep your child away from school for a longer time than agreed / authorised, the absence (or excess absence where longer than agreed) will be recorded as unauthorised.

Unauthorised absences on your child's attendance record may mean that you are liable to incur a Fixed Penalty Notice or could face prosecution. Fixed Penalty Notices will be issued to *each person with parental responsibility* for the child / children who is deemed liable for the offence / offences. 'The Frequently Asked Questions' page attached to the back of the application form overleaf explains the circumstances where enforcement action may be taken more fully.

Yours Sincerely,

P. Monk

Mrs P. Monk
Head Teacher

Healthy Schools   investing in children   BRONZE   B.I.G   County Durham Young Carers Charter Accredited

Application for Leave of Absence during Term Time

Durham County Council

A.	Pupil Details		
Name:		DoB:	
Address:			
Class / Form:			

B. Leave of Absence Request Details

Start date of requested leave:		End date:	
Return to school date:		No. of days:	

What are the <u>exceptional circumstances</u> for your leave of absence request that you wish the school to consider?

Name of parent / carer (print **FULL** name):			
Signature:		Date:	
Name of parent / carer (print **FULL** Name):			
Signature:		Date:	

C. For School Use

Current attendance %:			
Previous LOA this academic year:			
Does the LOA request time coincide with SATS / other examination periods.			
Any mitigating / aggravating circumstances (Including any ongoing medical issues).			
Child's current / potential level of attainment?			
Is the LOA approved?	**YES**		**NO**
If **YES** - Number of days to be authorised for this LOA application.			
Signature of Head Teacher:		Date:	
*Register Code to be used for this LOA:			

* Full list of absence codes overleaf

13