

## APPLICATION BY PARENT/CARER FOR CHILD'S LOSS OF LEARNING FROM SCHOOL DURING TERM TIME



### EVERY DAY COUNTS

Attached is an application form for you to request permission for your child to be absent from school during term time. Before completing the application form, please read these notes carefully.

### LEAVE OF ABSENCE (inc HOLIDAYS)

- The law states once a child is of compulsory school age they must receive a suitable full-time education.
- Parents must avoid taking leave of absence (inc holidays) during term time because non-attendance at school can seriously impact on a child's learning and behaviour.
- The Local Education Authority works with schools to reduce the numbers of children missing school because of holidays taken in term time and schools can refuse your request to take your child out of school.

If you wish your child to be absent from school (inc holidays) during term time, you must apply for permission to the Head Teacher in writing using the attached form. Wherever possible, we require this form two weeks prior to the absence. **Gotham Primary School does not authorise absences (inc holidays) in term time, only for exceptional circumstances.**

If your application is refused and you still take your child out of school, the absence will be treated as unauthorised. **If you forget to inform the school of any absence (inc holiday) this will also be recorded as unauthorised.**

***Unauthorised absences may lead to a Penalty Notice Fee or even being prosecuted in court.***

**If an absence is not authorised by the school, the pupil's attendance is deemed to be irregular. Under sec on 444 of the Education Act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly, his/her parent/carer (s) are guilty of an offence. Please also note that if you have more than one child, each child's irregular attendance is dealt with as a separate matter.**

**The Local Authority may take formal action against you for failure to comply with the law. Penalty notices are issued as an alternative to prosecution, but may not be issued if prosecution is a more appropriate response to the attendance issues.**

**Therefore, your child's irregular attendance could result in one of the following actions:**

- a. A Penalty Notice being issued. Each penalty notice is £60 if paid within the first 21 days, rising to £120 if paid between 22-28 days. Failure to pay will result in prosecution
- b. Prosecution. This could lead to fines of up to £2500 and/or 3 months imprisonment

**The Supreme Court in April 2017 clarified the definition of regular attendance to be 'attendance in accordance with the rules prescribed by the school'.**

**Therefore, if an absence is not authorised by the school, the pupil's attendance is deemed to be irregular.**

**All letters regarding attendance irregularities will be sent to the legal parents of the child, irrespective of whether they are married or not, living together or not, or if they have contact with the child and/or parental responsibility.**

**Nottinghamshire County Council will not issue more than two penalty notices per child in any 12-month period. Where further absences occur, or where Nottinghamshire County Council deems it appropriate enforcement action may proceed directly to prosecution**

Children who are not of compulsory school age will not be fined. Children reach compulsory school age on either the 31<sup>st</sup> December, 31<sup>st</sup> March or 31<sup>st</sup> August following their fifth birthday – whichever comes first.

### **MEDICAL**

If your child needs to see a medical practitioner e.g. Doctor, Dentist, Opticians or attend hospital appointment, we advise you try and book appointments prior to the start of the school day (before 8.55am) or at the end of the school day (after 3.30pm). School appreciates appointments are not always straight forward to book but it is in the child's best interest that they come to school. We can allow collection during the school day for emergency appointments. If an appointment is made in school time, we will ask for a copy of the appointment card, this can be an email or text. (A parent/carer will need to sign out the child at the school office).

## Days off school add up to lost learning

### 175 NON SCHOOL DAYS A YEAR

175 days to spend on family time, visits, holidays, shopping, household jobs and other appointments



## APPLICATION BY PARENT/CARER FOR CHILD'S LOSS OF LEARNING FROM SCHOOL DURING TERM TIME



NAME OF PUPIL/S:

Year Group/s:

I wish to apply for my child(ren) to be absent from school during the following date(s):-

First day of absence:

Last day of absence:

Total number of school days missed:

Please explain the circumstances that make it necessary to take your child(ren) out of school during term time? (You will need to attach supporting documents eg. appointment cards, medical letters, invitations, sporting/music examinations docs)

***The above application is for my child(ren) named above to have authorised absence from school for the reasons stated. I understand that if this is not approved by the Head Teacher then any absence will be treated as unauthorised and I will be at risk of receiving a Penalty Notice Fee or even being prosecuted in court.***

***Unauthorised absences may lead to a Penalty Notice Fee or even being prosecuted in court.***

If an absence is not authorised by the school, the pupil's attendance is deemed to be irregular. Under sec on 444 of the Education Act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly, his/her parent/carer (s) are guilty of an offence. Please also note that if you have more than one child, each child's irregular attendance is dealt with as a separate matter.

The Local Authority may take formal action against you for failure to comply with the law. Penalty notices are issued as an alternative to prosecution, but may not be issued if prosecution is a more appropriate response to the attendance issues.

Therefore, your child's irregular attendance could result in one of the following actions:

- a. A Penalty Notice being issued. Each penalty notice is £60 if paid within the first 21 days, rising to £120 if paid between 22-28 days. Failure to pay will result in prosecution
- b. Prosecution. This could lead to fines of up to £2500 and/or 3 months imprisonment

The Supreme Court in April 2017 clarified the definition of regular attendance to be 'attendance in accordance with the rules prescribed by the school'.

Therefore, if an absence is not authorised by the school, the pupil's attendance is deemed to be irregular.

**\*All letters regarding attendance irregularities will be sent to the legal parents of the child, irrespective of whether they are married or not, living together or not, or if they have contact with the child and/or parental responsibility.**

You will be informed in writing by the Head Teacher confirming whether your request for leave will be authorised or unauthorised.

Name of Parent/Carer:

Parental Address:

\*Email parent 1:

\*Email parent 2:

\*Email of any adults with parental responsibility:

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**Please return completed application form to the school office giving at least two weeks notice, where appropriate.**

**School use only**

**authorised**  **unauthorised**