



LEAGRAVE PRIMARY SCHOOL



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Headteacher: Mrs E Gillespie

‘STRIVING FOR EXCELLENCE, LEARNING FOR LIFE’

September 2020

Dear Parent/Carer

Re: Requests for Leave in Term Time

I would like to take this opportunity to inform all parents/guardians of the current guidelines which have been laid down by the Department for Education/Local Education Authority regarding leave during term time and which the school is duty bound to implement.

The law does not grant parents/guardians an automatic right to take their child out of school during term time. Any absence from school will disrupt your child's learning. You may consider that the leave will be educational but your child will still miss out on the teaching that their classmates will receive during their absence.

Children returning from term time leave are also unprepared for the lessons which build on the teaching they have missed. Teachers then have to give more time to help individual children catch up on missed work. This poses a potential risk of the under achievement of other students in the class. This is something we all have a responsibility to avoid.

The Department for Education allows a Headteacher the discretion to consider authorising leave in term time only in "exceptional circumstances". If you consider that your request for leave is exceptional you must complete the form on the reverse of this notification. A response will be sent to you as soon as possible. If the leave is not considered to be an exceptional circumstance, and you nevertheless take your child out of school, the absence will be recorded as unauthorised. In these circumstances, you are still required to complete the attached form.

Where a parent/carers has taken their child on leave of absence during term time for 5 consecutive school days or more, without the Headteacher's authorisation, you could receive a Penalty Notice. In these circumstances a warning will not be given. Penalty Notices are per parent, per child as appropriate, so if there are 2 parents both will need to pay the fine for each child. Penalty Notices will need to be paid within 21 days at £60 or £120 within 28 days; part payments are not accepted. There is no appeal process for a Penalty Notice. Unpaid Penalty Notices will result in prosecution in the magistrate's court for the absence. Please note all adults with care of the child are usually liable. Penalty Notices are an alternative to prosecution for failing to ensure a child's regular attendance and will only be used once per pupil in an academic year before prosecution takes place.

From this point in time, all requests for leave must be completed on the attached form; letters will not be accepted.

The form should be returned to the school at least 14 days before the start of the holiday. Please also refer to the school Leave of Absence Policy on our website before completing the application.

I hope you will support our efforts to raise attendance and attainment at our school.

Yours sincerely

**Mrs E Gillespie
Headteacher**





REQUEST FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

(Please return this form to the School Attendance Officer)

Pupil Name/s	
Class	
Address	
Date of Birth	

Date of absence request: From: ____/____/201____ Date of Return to School: ____/____/202____

Reason for Absence:

As a parent/carer I understand the following:

- If the absence request is unauthorised the Local Authority will be notified of the leave taken and will decide on what action to take.
- If a child has leave of absence during term time for 5 consecutive school days or more, without the Headteacher's authorisation, a penalty notice could be issued.
- If a Penalty is issued it will be sent to each parent for each child taken out of school and that this is a fine of £60 which increases to £120 if not paid within the first 21 days.
- If I do not pay the fine this may result in legal action.
- Penalty Notices are an alternative to prosecution for failing to ensure a child's regular attendance and will only be used once per pupil in an academic year before prosecution takes place.

N.B. Please ensure you are giving at least 14 day's notice of the proposed absence

1 st Parent/Guardian details		2 nd Parent/Guardian details	
First name		First name	
Surname		Surname	
Address		Address	
Telephone		Telephone	

I have read the Leave of Absence Policy (available on the school website):

Parent/Guardian signature: _____ Date: _____

Print Name: _____

For Office Use Only

Pupil Name: _____ Class: _____

If the child has had previous term time leave please state dates and number of days taken

Leave agreed/not agreed (delete) Date form posted to parents by 1st class post: _____

Reasons _____

If leave is to be authorised, the following must be completed:

Travelling abroad? Yes/No Country: _____

Return date: _____

Proof of return date (tickets/email etc) _____

Signed: _____ Date: _____

**Mrs E Gillespie
Headteacher**