



# Gonerby Hill Foot Church of England Primary School

Gonerby Hill Foot, Grantham, Lincs NG31 8HQ

Tel: 01476 565800

Headteacher Mrs Jayne Watson

Email: [enquiries@gonerbyhillfoot.lincs.sch.uk](mailto:enquiries@gonerbyhillfoot.lincs.sch.uk)

Website: [www.gonerbyhillfoot.co.uk](http://www.gonerbyhillfoot.co.uk)

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

If you consider you have to take a leave of absence in term time, please complete this form and return to the school office at least 4 weeks before the date you wish to remove your child from school.

Pupil Name ..... Class .....

Home Address .....

First day of absence ..... Date of return to school .....

Total number of days missed .....

Reasons for absence (please make it very clear why there are exceptional circumstances)

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.....  
.....

*I understand that if the absence request is unauthorised the Lincolnshire Education and Welfare Service will be notified if the holiday is taken and a Penalty Notice may be issued (See overleaf). I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £60.*

Name of Parent/Carer making application .....

Signed ..... Date .....

(Please ensure you are giving at least 4 weeks' notice of the proposed absence)

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Pupil Name ..... Class .....

AUTHORISED: Your request has been authorised for the following dates:  
\_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_

UNAUTHORISED: Your request for a leave of absence during term time  
has not been authorised because:

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Headteacher signature .....

*Let all that you do be done in love. 1Corinthians 16:14*

The Education (Pupil Registration) Regulations 2006 has been amended and came into force from 1<sup>st</sup> September 2013. The amendments have removed reference to family holiday and extended leave, as well as the statutory threshold of ten school days. (Therefore the previous arrangements whereby schools could grant up to 10 days authorised holiday/absence has now ceased).

As a result, a request for leave of absence will not be granted for the purposes of a holiday unless deemed to be 'exceptional circumstances'.

If you wish to seek approval for any request of absence for your child (ren) from School, then you must apply in writing to the Head Teacher, at least four weeks in advance of the request for absence. You should only then remove your child (ren) if the absence has been authorised, and notified to you in writing by the School. Any exceptional circumstances must be clearly set out in the written request to the Head teacher who will consider each case upon its merits.

If you then choose to take your child out of school during term time and it is not deemed to be exceptional circumstances and /or has not been approved by the School, then this will be coded as unauthorised absence and a Fixed Penalty Notice will be issued for the period of absence. Failure to pay the Fixed Penalty may result in further legal action being taken against you.

A Fixed penalty Notice is a strategy used by schools to address the unacceptable levels of attendance of children at their school under the following legislation:

- **Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise**
- **Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under section 444 of the Education Act**
- **In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Fixed Penalty of either £60.00 or £120.00.**

Please note: A Fixed Penalty Notice can also be issued if your child is seen in a public place within the first 5 days of an exclusion from their school.

- **Section 103 of the Education Act 2006 makes it a duty for parents in relation to pupils subject to a fixed period or permanent exclusion to ensure that their child is not present in a public place during school hours, without reasonable justification, during the first five days of any such exclusion. If a child is present in a public place during the first five days of an exclusion during school hours the parent may be guilty of an offence for which they can be prosecuted by the LA before a magistrates' court or issued with a Fixed Penalty Notice for £60.00 or £120.00.**

If you have concerns regarding this please contact the headteacher, we appreciate your cooperation in this matter.