



ELM PARK PRIMARY SCHOOL

Nicholls Lane, Winterbourne, Bristol, BS36 1NF

website: www.elmparkprimary.com

Tel: 01454 866750

e-mail: elmparkparents@gmail.org.uk

Inspiring, Enriching, Achieving



Request for a leave of absence during Term Time

Academic Year 2024-25

Dear Parents/Carers

I wanted to **remind** all families of the school policy in regard to attendance (which can be found on the school website). The law does not grant parents an automatic right to take their child out of school during term time. The Department for Education allows a Head Teacher the discretion to consider authorising a leave of absence in term time only in “exceptional circumstances”.

If you consider that your request for a leave of absence is ‘exceptional’ you will need to complete the form below. If the leave of absence is not considered to be an exceptional circumstance, and you nevertheless take your child out of school for the leave of absence this **will be recorded as unauthorised leave.**

In the case of an unauthorised leave of absence the Education Welfare Service may be notified of the absence taken and a Penalty Notice may be issued. Please note that such a Penalty is issued to each parent for each child taken out of school. On the first occasion, an issued Penalty Notice in respect of your child, on or after 19th August 2024, will be charged at £160 if paid within 28 days. This amount will be reduced to £80 if paid within 21 days. Thereafter, if the Penalty remains unpaid this may lead to prosecution through the Magistrates’ Court.

All leave of absence requests must be completed on the attached form, letters or emails will not be accepted. This should be returned to the school at least 14 days before the start of the leave of absence. All requests must be made prior to the leave being taken. **Leave cannot be authorised retrospectively.**

Thank you for supporting our efforts to raise attendance and attainment at our school.

Yours sincerely

Carol Bond
Head Teacher







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Child's Name

Class

Date of first day of absenceam or pm Date of return to schoolam or pm

Number of school days that your child will be absent from school

If a pupil fails to return within 10 school days following the anticipated date of return and no reason is provided, there may be grounds (under some circumstances) to delete your child's name from the Admissions Register and register them as a Child Missing Education.

Please detail the exceptional circumstance for which you are requesting leave of absence

.....
.....
.....
.....

I understand that if the absence request is unauthorised the Education Welfare Service may be notified of the absence taken and a Penalty Notice may be issued. I understand that a Penalty is issued to each parent for each child taken out of school. On the first occasion, an issued Penalty Notice in respect of my child, on or after 19th August 2024, will be charged at £160 if paid within 28 days. This amount will be reduced to £80 if paid within 21 days. I understand that if I do not pay this it may result in legal action.

Name(s) of Parent/Carer (s) making application

Dr/Mr/Mrs/ Ms Forename..... Surname

Signed Dated

(Please ensure you are giving at least 14 days' notice of the proposed absence; retrospective applications cannot be authorised)

For school to complete: AUTHORISED UNAUTHORISED a) b) c) (refers to categories below)

Office - Updated on Sims: -





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This section to be returned to parents

Child's Name.....

Class.....

Your request for absence on the following dates: ___ / ___ / ___ to ___ / ___ / ___ =.....days, has been

considered and is AUTHORISED UNAUTHORISED

- a) Their attendance is currently:
- b) The request **does / does not** meet the criteria for 'exceptional circumstances'
- c) In excess of period of absence determined by the Head (request for 5 or more days' absence)

Please note an unauthorised absence may be reported to the Education Welfare Service and a Penalty Notice may be issued.

Forwarded to Education Welfare / Not forwarded to Education Welfare

Signed

Head Teacher

Date ___ / ___ / ___

