

Application for leave of absence during term time

Please ensure the form is completed fully before returning this to school. The form must be completed and returned to school before any absence due to a holiday.

Due to the continuing change in government guidance around self-isolation on return from certain destinations, we have amended our leave of absence form to reflect this. **Please ensure that you state the destination you are travelling to.** If for any reason your destination changes, you must inform school immediately. You can contact school by phone 01977 613304 or email enquiries@belllane.outwood.com

The government, The Trust and the Local Authority take the view that “every day and indeed every lesson counts” therefore families should be strongly discouraged from taking leave of absence in term time.

We would like to bring to your attention that we expect all children to achieve at least 97% attendance. Having 10 days absence in an academic year means that the maximum attendance your child can achieve is 94.7%. This also means your child loses 60 hours of learning which they can never get back. Your child could miss a whole topic that will not be re-visited and this can be detrimental to their progress.

Government Regulations make it clear that parents/carers have no right or entitlement to take their children out of school for family holidays. With this in mind Outwood Primary Academy Bell Lane do not authorise leave of absence for a family holiday. Any holiday taken is recorded in the register as unauthorised absence and may result in a referral to the Local Authority which could result in a penalty notice being issued.

A penalty notice, issued by the Local Authority, is a fine of £60 per parent, per child if paid within the first 21 days. This will increase to £120 per parent if paid after 21 days but within the 28 day period. Thereafter, if the penalty remains unpaid this may result in legal action under section 444 of the Education Act 1996.

Please note if both parents/guardians are attending a holiday both signatures need to be on the holiday form.

Full Name of Student(s):	Date of Birth:	Current Class	Year Group

Full Names of Parents/Carers:	Date of Birth:	Address:

Inclusive dates of leave requested (If first day of absence is part way through a school day please specify a time)

First date of absence:	Last date of absence:
First date back in school :	

Reason for requesting leave of absence during term time (please give as much detail as possible and attach extra sheets if needed):
 Destination-

Please complete this section fully.

Names of parent(s)/guardians accompanying student(s):	Relationship to student(s):

Is further term time leave planned during this school year?	YES/NO
Details:	

Parent/ guardian 1 Print:	Date:
Parent/ guardian 1 Signed:	
Parent/ guardian 2 Print:	Date:
Parent/ guardian 2 Signed:	

N.B. In cases where parents live separately, the application must be made by the parent with whom the child normally resides. If both parents are taking child on holiday, both parents need to sign.

Office use only

Date handed in to the office _____

Date reply letter sent _____

Date sent to EWO _____