



LIONEL WALDEN PRIMARY SCHOOL

"Putting children first. Progress through partnership"

Headteacher - Mr Steve Abey

APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL (2025-26)

Pupils attend school for a maximum of 190 days each academic year. Regular attendance is vital for your child's educational progress. The local authority and school expect all parents/guardians to ensure that their children attend school whenever possible. Absences due to holidays, taken during term time, can seriously impact on a pupil's academic attainment.

It is a legal requirement for parents/guardians to obtain the permission of the Headteacher before removing their child from school in order to take **any** leave in term time. Parents do not have an automatic right to take their children out of school for leave during term time. Recent government guidelines have removed the discretion for headteachers agreeing to term-time holiday leave. Any requests for leave of absence need to be submitted before the leave is taken.

If a pupil takes unauthorised term-time leave for **10 sessions or more (generally 5 days) within a rolling 10 school week period**, a Penalty Notice must be considered. **The sessions do not have to be consecutive.** They can occur over different weeks or even across terms, as long as they fall in the rolling 10-week window.

Schools record attendance in the morning and afternoon sessions. Any unauthorised half-day or day absences count in the threshold for penalty notices within the rolling 10 school week period. The fine for a penalty notice is £80 per child, per parent/carer, increasing to £160 if not paid after 21 days but within 28 days for pupils who are of statutory school age. For second occurrences of unauthorised term-time leave (10 consecutive sessions or more) **within a three-year rolling period**, the fine is a flat £160 per parent, per child. For the third offence in a three-year rolling period, the referral will be automatically considered for prosecution in relation to Section 444 Education Act 1996.

The legislation only allows the Headteacher to authorise such leave in exceptional circumstances. Even in exceptional circumstances, the following factors may be taken into account when considering an application for leave:

- Will leave at this point in time be detrimental to the pupil's education?
- Is his/her attendance a cause for concern?
- Has he/she already had leave during term time this year?
- Did he/she have leave of absence during term time in the previous school year(s)?
- Does he/she have absences which have been recorded as unauthorised this year?

Exceptional circumstances will be considered on an individual basis. Examples of requests for leave of absence that **do not** meet the criteria of an exceptional circumstance and **will not** be authorised and could be subject to a Penalty Notice fine/prosecution for pupils of statutory school age include: cheaper holidays/flights in the UK or abroad; holidays that overlap the beginning or the end of term; trip of a lifetime; visiting family or friends who have different half term holiday dates; family weddings for more than 1 day or visits to see family abroad; relatives coming to visit; extension of leave if a pupil has not returned to school after an agreed absence if it does not meet grounds for an exceptional circumstance; leave taken due to potential travel disruption.

Should a leave of absence be taken after permission is withheld, then this will be recorded as unauthorised and will appear in both the school register and your child's report. Persistent unauthorised absence may result in the involvement of the Local Authority Attendance Officer and possible legal proceedings.

To apply for a child to be granted leave from school, parents should complete this form and return it to school for consideration well in advance of the proposed leave.

| Child's Details | | | |
|-----------------|--|----------------|--|
| Name: | | Date of Birth: | |
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| Parent/Guardian Details: | | | |
| Parent 1: | | | |
| Parent 2: | | Relationship to child: | |
| Home address: | | | |
| Reasons for the request: | Please explain the exceptional circumstances that require a leave of absence during term time. | | |
| | | | |
| First Date of Absence: | | Last Date of Absence: | |
| Parent's/Guardian signature | | Date: | / / |
| For school use only | | | |
| Headteachers Decision and reason for Decision | | | |
| Number of days: | | Number of sessions: | % Attendance to date: |
| | Unauthorised | Absence unauthorised, not approved by school in line with government guidance. May incur a Fixed Penalty Notice fine if child is above compulsory school age. | |
| | Authorised | Absence authorised, in line with government guidance due to specific exceptional circumstances. | |
| Signature of Headteacher: | | Date: | |
| | | | |

