

St Thomas of Canterbury Church of England Infant School

Sawyers Hall Lane, Brentwood, Essex. CM15 9BX

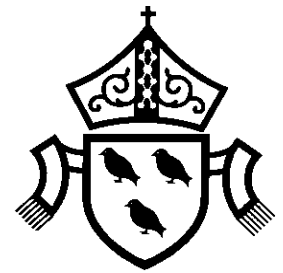
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Headteacher Mrs C B L'Estrange BA Ed (Hons) NPQH



APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

Leave of absence may only be granted by the Governors or a person authorised on their behalf. Regulation 7 of the Education (Pupil Registration) (England) Regulations 2006 (as amended in 2013) prohibits the Governors of a maintained school from granting leave of absence to a pupil for a term time holiday, except where an advance application has been made by the parent with whom the pupil normally resides, and the Governors consider that there are exceptional circumstances relating to the application. Such circumstances will be very rare.

Taking your child out of school during term time will be detrimental to your child's educational progress. A child who takes 10 days absence will only attain 94.7% attendance in the year, which is below the school's attendance target. 10 days absence also means the child will miss 50 hours of education.

There is no entitlement to parents to take their child out of school during term time. However, you may apply to the school for leave of absence for medical etc appointments which cannot be arranged outside school time or if you believe there are exceptional circumstances.

If the absence is not authorised, the case will be referred to the Education Welfare Service who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent for each child taken out of school.

Name of Child				Class	
Date of first day of absence		Date of return		Number of days requested	
Reason for application (If necessary please outline exceptional circumstances in an attached letter).					
Signed		Dated			

School office use only:

Application is authorised		Application is not authorised	
Signed		Dated	
Attendance percentage preceding 12 weeks:			
Number of sessions absence this academic year:	Authorised	Unauthorised	Total