



Whitley Village School
www.whitleyprimary.co.uk

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Headteacher
Mr Russell David BA, MSc, PGCE

APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL

I request leave of absence for the child(ren) named below from Whitley Village School, during the period given. Name(s) of Child(ren):

.....

Teacher's name(s):

Absence from (first day): to (last day):

Date returning to school:

Explanatory Reasons (See Note Below):

Signed: Dated:

(A parent/carer with whom the pupil usually lives)

Note: Parents should understand the importance of regular education, and it is hoped that requests for absence will only be made when there is no alternative; therefore, some explanatory reasons for the absence should be given in the space provided above. Leave of absence will only be granted for **exceptional circumstances** in accordance with Government Legislation September 2013. A Fixed Penalty fine may be issued if this leave of absence is not authorised. Parents currently must pay £60 if they pay within 21 days or £120 if they pay within 28 days. This charge is per parent/carer per child. If the fixed penalty notice remains unpaid this could lead to prosecution in the Magistrate's Court.

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APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL

Name(s) of child(ren):

Your recent request has been APPROVED / NOT APPROVED for these dates: Fixed

Penalty Notice to be issued: Yes / No

Additional Comments:

Signed: Dated:

(On behalf of the Governing Body of the School)

LEAVE OF ABSENCE IN TERM TIME

INFORMATION FOR PARENTS

Before requesting Leave in term time, you need to think about:

- the lessons your children will miss;
- the difficulty they will have catching up;
- the effect it will have on how well they do in school;
- the fact that the school can refuse permission for you to take your child out of school during term time.

For your information:

You do **NOT** have the right to take your child out of school during term time without the permission of your child's headteacher.

The school will consider the following before exceptional authorisation of leave during term time as to whether we issue a fixed term penalty notice.

- Family's circumstances;
- Their attendance record;
- The time of the academic year the leave of absence falls.

The school will not authorise absence during the first half of the summer term as children are sitting Standard Assessment Tests (SATs), even if it is exceptional.

Permission should be requested on the form overleaf and returned to the school office.

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FIRST OFFENCE

The first time a Penalty Notice is issued for Term Time Leave or irregular Attendance the amount will be:

£160 per parent, per child if paid within 28 days
Reduced to £80 per parent, per child if paid within 21 days.

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SECOND OFFENCE (WITHIN 3 YEARS)

The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be:

£160 per parent, per child to be paid within 28 days. No reduced rate will be offered.

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THIRD OFFENCE AND ANY FURTHER OFFENCES (WITHIN 3 YEARS)

The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Magistrates' fines can be up to £2500 per parent, per child. Cases found guilty in Magistrates' Court can show on a Parents future DBS certificate, due to failure to safeguard a child's education.

10 SESSIONS (5 DAYS) OF UNAUTHORISED ABSENCE IN A 10-WEEK PERIOD

Penalty Notice Fines will be considered when there has been 10 sessions of unauthorised absence in a 10-week period.