



JORDANS SCHOOL
APPLICATION FOR LEAVE OF ABSENCE DURING
TERM TIME



Child's Name:

Address:

Class/Form:

DoB:

First Day of Leave:

Last Day of Leave:

Date of Return to School:

Number of Days Missed:

Number of Lessons Missed (5 lessons per day):

What are the Exceptional Circumstances for your Leave of Absence Request that you wish the school to consider?

Current attendance to date (%):

Previous Leave of Absence this academic year (%):

Any mitigating circumstances including medical issues:

Is this LoA approved? Yes/No

If yes how many days authorised for this LoA application:

Signature of Headteacher:

Register Code to be used for this LoA:

Holidays in Term Time Frequently Asked Questions

Why has my child's school told me that they will no longer authorise term time holidays unless there are exceptional circumstances?

In July 2012, Charlie Taylor (the Government's expert advisor on behaviour at that time) was asked by Michael Gove (then Secretary of State for Education) to conduct a review of school attendance.

Mr Taylor stated in his report that if children are taken away for a two week holiday every year and have an average number of days off for sickness and appointments, then by the time they leave at sixteen they will have missed a whole year of school.

Mr Taylor's report recommended that changes were made to strengthen the rules on term time holidays, and that whilst head teachers should continue to have some discretion over the issue, holidays in term time should be the exception rather than the rule.

In his response to the report, Michael Gove endorsed this recommendation, stating that more needs to be done to discourage term time holidays and that the rate of these absences in primary schools is double that of secondary schools. He commented that the expectation henceforth will be that schools only give permission for absence where there are exceptional circumstances that warrant it.

Head Teacher's Associations welcomed the recommendation to strengthen rules on term time holidays, recognising the disruption that holidays can cause to a pupil's education. Following consultations, the law around term time holidays was then changed from 1st September 2013.

What does the law now say about Holidays in Term Time?

It says that from 1st September 2013, Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head Teachers should determine the number of school days a child can be away from school if the leave is granted.

If my child's school refuses to authorise my term time holiday request, will I receive a fine (Fixed Penalty Notice) and can I be prosecuted?

Buckinghamshire County Council's Fixed Penalty Notice Protocol acknowledges that regular and punctual attendance at school is both a legal requirement and essential for pupils to maximise their educational opportunities.

Circumstances where a Penalty Notice might be issued include unauthorised holidays in term time, but only where the holiday absence amounts to ten days or more in any period up to a maximum twelve rolling school weeks. You can be prosecuted if you receive a fine and it is not paid. Under the Education Act 1996, parents commit an offence if they fail to ensure their child's regular school attendance. Taking a child out of school for a holiday without permission, and where the absence amounts to ten days or more of unauthorised absence is viewed as failing to ensure your child's regular attendance at school.

Payment of a Penalty Notice, where offered, is an alternative to prosecution. If unpaid, prosecution for the Education Act offence may therefore ensue. A fine will be issued to ***each person with parental responsibility*** for the child / children who is deemed liable for the offence / offences.