

# Waddesdon Village Primary School

## Application for leave of absence.

Please read the information on the reverse of this form

Parents do not have an automatic right to remove their child from school during term time for the purpose of a holiday and are strongly advised not to do so.

Proposed dates of absence. From: \_\_\_\_\_ to \_\_\_\_\_

I request permission from the school's Governing Body for my child/ren

Name(s) \_\_\_\_\_

Class(es) \_\_\_\_\_

To be granted leave of absence for the above dates.

Please give details and reasons for the proposed absence

My child has a sibling at (please specify all schools attended by siblings)

I UNDERSTAND THAT IF I CHOOSE TO TAKE AN UNAUTHORISED HOLIDAY THE EDUCATION WELFARE SERVICE SPECIALIST UNIT MAY ISSUE A PENALTY NOTICE IN LINE WITH SECTION 444 OF THE EDUCATION ACT, LOCAL AUTHORITY GUIDELINES AND AGREED SCHOOL POLICY

SIGNED.....

This form should be submitted to the Headteacher **not less than one month before the proposed period of absence**. Parents are advised to discuss the application with the class teacher before submission. Permissions will not be granted for leave of absence immediately prior to or during assessment or examination periods.

For office use

Academic Year	
Number of Sessions school has been open in year to date	
Total absences to date	
Authorised absences to date	
Unauthorised absences to date	
This leave of absence will be recorded as authorised/unauthorised	

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## Attendance Policy Summary

The full policy is available for viewing on the school website

- Regular school attendance is essential if children are to achieve their full potential. We will work closely with parents should attendance give cause for concern.
- Parents should advise the school by telephone, written note or personal visit on the first day of absence.
- Absence will not be authorised unless a satisfactory explanation is given.
- Absence from school will not be authorised for:  
Shopping  
Birthday treats  
Holidays  
Long Weekend breaks
- Absence may be authorised for one of the following reasons:  
Sickness  
Days of religious observance (One day only)  
Exceptional family circumstances such as bereavement or marriage of immediate family members (parent, sibling, grandparent)
- Parents do not have an automatic right to remove their child from school during term time for the purpose of a holiday and are strongly advised not to do so. If a child is absent for 10 school days they will miss 5% of their education during that academic year.
- Parents wishing to take their child out of school during term time must send a written request to the Headteacher before arrangements are made. Each request will be considered individually and the Governors will decide whether the leave is authorised.
- If permission to take leave is not granted and the pupil is absent, the absence will be unauthorised. In such cases the school may refer the matter to the Education Welfare Service who may issue a Penalty Notice.
- Penalty notices will be considered when a pupil has taken leave of absence i.e. for the purpose of a holiday in term time and the absence has not been authorised or if the pupil's attendance drops below 95%.
- A Penalty Notice gives the parent the opportunity to avoid a prosecution. A £60 fine, per parent/carer, per child must be paid within 21 days. The fine increases to £120 if paid after 21 days but within 28 days. **NONE OF THE MONEY PAID GOES TO THE PUPIL'S SCHOOL.**
- Failure to pay the Penalty Notice may result in a prosecution under Section 444 of the Education Act 1996