



LANDULPH SCHOOL

Landulph Saltash Cornwall PL12 6ND Tel (01752) 845572

www.landulphschool.co.uk

Headteacher Mrs E Best B.Ed (Hons)

APPLICATION FOR LEAVE OF ABSENCE

Parents have a legal duty to ensure their child's regular attendance at school.

The Government recommends that family holidays are taken outside school terms.

Headteachers will sometimes give permission for a pupil to go on holiday during term time.

The Headteacher will consider the reasons for the holiday, the pupil's past attendance, and the effects the absence will have on the pupil's learning. The Headteacher will not normally give permission simply because holidays cost less during term time.

The Headteacher will not normally give permission for more than 10 days' absence for a family holiday in any school year. Only in exceptional situations will the Headteacher give permission for a longer absence.

If you have to take your family holiday during school term, please fill in the form below.

Please do not assume that you will automatically get permission for the absence because you have filled in the form. Please wait to hear if the Headteacher agrees to your request.

To: The Head of School, Landulph School

CHILD'S NAME: _____ CLASS: _____

I wish to apply for leave of absence for my child. Dates for which leave of absence are requested:

From: _____ *Time: _____ To: _____ *Time: _____ Number of school days:

_____ (first day of absence)

_____ (last day of absence)

Please state the reason for your request for leave of absence:

Is this your only family holiday this year?

Yes / No

Why are you planning your holiday during term time? Please include any information you would like us to consider.

Name of parent or carer whose job affects when you go on holiday:

Name and address of employer:

Job title:

Please explain why it is difficult for you to take time off work during school holidays or attach your conditions of employment.

I have read the attached notes. The information I have given on this form is correct:

SIGNED: _____ DATE: _____

*Please insert a time if the leave of absence is for less than 1 day.

For office use only: authorised/unauthorised, Absence reason code:..... Current attendance____%

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AUTHORISED The School/College agrees to your child being absent from school on the specified dates.

Absence dates ____/____/____ to ____/____/____

UNAUTHORISED The School/College does not authorise your request for leave in term time for the following reason:

Current attendance____%

SIGNED Head Teacher Date



Notes on family holidays

Planning your holiday

We publish the dates of school terms well ahead. This is to help you plan your holidays. When you book your holiday, please check that it does not clash with the school term.

The value of regular attendance

Your child must attend school regularly, especially to gain qualifications for their future employment. Research shows that pupils perform better if their parents or carers emphasise the importance of attending school.

Your legal responsibilities

You have a legal duty to make sure your child attends school regularly and punctually. The school and the Local Authority monitor your child's attendance and will take action if it is poor.

Application for leave in September and for Year 6 children prior to SATs will not be authorised unless there are exceptional circumstances.

Warning

If you take your child out of school without permission you will be committing an offence under the Education Act 1996. We may refer the matter to the Education Welfare Service who may decide to prosecute. A conviction may result in a fine of up to £2,500, a prison sentence of up to three months or both. Alternatively, a penalty notice may be issued under Section 444A and 444B of the Education Act 1996. This carries a fine of £60/parent/child if paid within 28 days or £120 if paid after this but within 42 days. Failure to pay the penalty notice may result in Court action.