



### Leave of Absence during Term Time

Dear Parent / Carer,

Since 1<sup>st</sup> September 2013, Head Teachers have not been able to grant any leave of absence during term time unless there are exceptional circumstances. Where leave is granted, Head Teachers must decide the number of school days a child can be away from school.

If you wish to make an application for your child to have term time leave of absence, you must complete an application form, which can be requested from school. The application form asks you to outline the reasons why you feel your application for leave of absence during term time should be regarded as 'exceptional.' Following the submission of your application, you will be notified as soon as possible of the school's decision.

Parents / carers should be aware that if you take leave of absence during term time without making a prior application to the school, or if you make an application but your requested leave of absence is not authorised and still take the child out of school, the absence will be recorded as unauthorised. Similarly, if you keep your child away from school for longer than agreed / authorised, the excess absence will be recorded as unauthorised.

Unauthorised absences on your child's attendance record may mean that you are liable to incur a Fixed Penalty Notice (fine) or could face prosecution. A fine will be issued to *each person with parental responsibility* for the child / children who is deemed liable for the offence / offences. A leaflet, produced by Durham County Council explains the circumstances where enforcement action may be taken more fully, and this is available from Student Reception on request.

Yours sincerely,

Mr Michael Wright  
Head Teacher



| Pupil Details       |  |                |  |
|---------------------|--|----------------|--|
| Name:               |  | DoB:           |  |
| Address & Postcode: |  | Class/<br>Form |  |

| Applicant details   |  |                        |  |
|---------------------|--|------------------------|--|
| Full Name:          |  | DoB:                   |  |
| Address & Postcode: |  | Contact Number:        |  |
|                     |  | Relationship to pupil: |  |

| Other parent details |  |                        |  |
|----------------------|--|------------------------|--|
| Full Name:           |  | DoB:                   |  |
| Address & Postcode:  |  | Contact Number:        |  |
|                      |  | Relationship to pupil: |  |

| Siblings |  |         |  |
|----------|--|---------|--|
| Name:    |  | School: |  |
| Name:    |  | School: |  |

| Leave of Absence Request Details |  |              |  |
|----------------------------------|--|--------------|--|
| Start date of requested leave:   |  | End date:    |  |
| Return to school date:           |  | No. of days: |  |

What are the exceptional circumstances for your leave of absence request that you wish the Headteacher to consider?

|   |  |       |  |
|---|--|-------|--|
| Name of persons accompanying the child? |  |       |  |
| Name of parent / carer (print):         |  |       |  |
| Signature:                              |  | Date: |  |
| Name of parent / carer (print):         |  |       |  |
| Signature:                              |  | Date: |  |

**For School Use**

|  |            |           |  |
|--|------------|-----------|--|
| Current attendance % :   |            |           |  |
| Previous LOA? :  |            |           |  |
| Does the LOA request time coincide with SATS / other examination periods :         |            |           |  |
| Any mitigating / aggravating circumstances (Including any ongoing medical issues): |            |           |  |
| Child's current / potential level of attainment?                                   |            |           |  |
| Is the LOA approved?:  | <b>YES</b> | <b>NO</b> |  |
| If <b>YES</b> - Number of days to be authorised for this LOA application:          |            |           |  |
| Signature of Head Teacher:   |            | Date:     |  |
| *Register Code to be used for this LOA:  |            |           |  |

### Absence Codes

| <b>Codes</b> | <b>DfE description / explanation</b>  | <b>Statistical meaning</b> |
|--------------|---|----------------------------|
| <b>C</b>     | <b>Leave of absence for exceptional circumstance</b> – the specific facts, circumstances and background for each leave of absence application should be considered individually.  | Authorised absence         |
| <b>C1</b>    | <b>Leave of absence - performance or undertaking regulated employment abroad</b> – where the Local Authority have granted a performance licence or Body of Person Approval or a JP has granted licence for performance abroad.  | Authorised absence         |
| <b>C2</b>    | <b>Leave of absence - compulsory school age pupil subject to a part-time timetable</b> – where schools and parents agree, exceptionally that part-time education is in a pupil's best interest.   | Authorised absence         |
| <b>E</b>     | <b>Suspended or permanently excluded and no alternative provision</b> – if no provision has been made for the pupil to continue education   | Authorised absence         |
| <b>G</b>     | <b>Holiday not granted by the school</b> – leave of absence not granted by the school. Leave of absence cannot be granted retrospectively or if no application was made in advance.   | Unauthorised absence       |
| <b>I</b>     | <b>Illness (not medical appointment)</b> – parents should notify schools on the first day a child is unable to attend due to illness.   | Authorised absence         |
| <b>J1</b>    | <b>Leave of absence for interview</b> – where an application has been made in advance to attend an interview for employment or admission to another educational establishment.  | Authorised absence         |
| <b>M</b>     | <b>Leave of absence for medical or dental appointment</b> – appointments should be made outside of school time wherever possible, but where this is unavoidable and a pupil is not present in registration this could be used   | Authorised absence         |
| <b>N</b>     | <b>Reason for absence not yet established</b> – parents should inform schools of reasons for absence – where the reason is not known, efforts should be made to clarify this and the appropriate code used. If no reason is established within 5 school days, the absence should be recorded as 'O'               | Unauthorised absence       |
| <b>O</b>     | <b>Absent in other or unknown circumstances</b> – school are not satisfied with the reason for absence  | Unauthorised absence       |
| <b>Q</b>     | <b>Unable to attend the school because of lack of access arrangements</b> – Local Authority travel arrangements not fulfilled   | Attendance not required    |
| <b>R</b>     | <b>Religious observance</b> – a day set aside for religious observance by the religious body to which the parent belongs  | Authorised absence         |
| <b>S</b>     | <b>Leave of absence for Studying for a public examination</b> – to be used sparingly and not be granted by default once tuition of exam syllabus is complete. Provision must still be made for pupils who wish to continue to come to school to revise  | Authorised absence         |
| <b>T</b>     | <b>Parent travelling for occupational purposes</b> – parent engaged in trade or business of a nature which requires travel from place to place and the pupil is of no fixed abode. Applications should be made in advance. Where possible, parents should arrange continuity of education and be dual-registered. | Authorised absence         |
| <b>U</b>     | <b>Arrived in school after registration closed</b> – registers should be open for no longer than 30 minutes. This code to be used where a pupil arrives after registers close, but before the end of the session.   | Unauthorised absence       |