

# SAWLEY INFANT & NURSERY SCHOOL

ONE Academy Trust

Telephone: 0115 9732652

E-mail: [enquiries@sawley-inf.derbyshire.sch.uk](mailto:enquiries@sawley-inf.derbyshire.sch.uk) Website: [www.sawleyinfantschool.co.uk](http://www.sawleyinfantschool.co.uk)

Headteachers: Mrs M Harral and Mrs R Morley



## Application for Exceptional Leave of Absence during term-time

(Applications must be made in advance of the leave date)

ONE Academy Trust considers every request for Exceptional Leave of Absence.

Any leave of absence is granted entirely at the Head teacher's discretion.

Pupil Name(s):	Date(s) of Birth:	Class(es):
Address:		
First day of absence:	Last day of absence:	Total days requested:
Please state the reason for this Leave of Absence request: <i>(Please note that Leave of Absence during term-time is only authorised in exceptional circumstances. Please refer to the Attendance Policy for guidance.)</i>		
Request made by:	Signature:	Date:

*Please be aware that Leave of Absence which has not been authorised will be referred to the Local Authority for consideration of a Penalty Notice and you could be fined.*

School Use				
SIS Check:	Current attendance	Decision:	Assessed by:	Date:

**See guidance overleaf.**

# SAWLEY INFANT & NURSERY SCHOOL

ONE Academy Trust

Telephone: 0115 9732652

E-mail: [enquiries@sawley-inf.derbyshire.sch.uk](mailto:enquiries@sawley-inf.derbyshire.sch.uk) Website: [www.sawleyinfantschool.co.uk](http://www.sawleyinfantschool.co.uk)

Headteachers: Mrs M Harral and Mrs R Morley



## Exceptional Leave of Absence During Term Time

ONE Academy Trust considers every request for Exceptional Leave of Absence. Any leave of absence is granted entirely at the Head teacher's discretion.

Head teachers will not grant leave of absence unless there are exceptional circumstances. The application must be made **in advance** and the Head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the Head teacher will determine the number of days that will be authorised.

In line with Government amendments to the Education (Pupil Registration) (England) Regulations 2006, Leave of Absence for family holidays is approved due to **exceptional circumstances** only.

**Please note:** Leave of Absence should also be sought for early collection before 2.30pm.

Parents/carers wishing to apply for Leave of Absence should do so using a *Leave of Absence Form*. This should be submitted to the school before making any formal arrangements for absence.

## Authorised/Unauthorised Absence

**Authorised absence** means that the school has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence.

**Unauthorised absence** is where a school is not satisfied with the reasons given for the absence or that the absence could not have been arranged for the school holidays.

Unauthorised absences are those which the school does not consider 'exceptional' and for which no 'leave of absence' has been granted.

## Penalty Notices:

Penalty notices may be issued for unauthorised Leave of Absence.

Penalty notices can be issued to each parent/carer for each child. A parent is classed as anyone with parental responsibility, including partners who live in the same household. Cases involving separated parents will be judged individually. The law has always allowed each parent to be fined for the same child's absence.

1<sup>st</sup> Penalty Notice: £160 per parent, per child – reducing to £80 for payment within 21 days.

2<sup>nd</sup> Penalty Notice (within 3 year period) £160 per parent, per child no reduction.

A third period of unauthorised absence in a 3 year period goes directly to court where a magistrate can fine each parent £2500 for each child.