



Leave of Absence during Term Time
Education (Pupil Registration) (England) Regulations 2006 and
Education (Pupil Registration) (England) (Amendment) Regulations 2013

The 2013 amendments to the 2006 Regulations explain clearly that schools may not grant any leave of absence during term time unless there are **exceptional circumstances**.

If you consider you require leave of absence for **exceptional circumstances**, you should request permission from the Principal in advance of any absence by completing the form below:

Name of student	
Date of birth	
Address	
Tutor group	
Contact numbers	

Details of request for absence for **exceptional circumstances**:

First day of absence	
Date of return to Academy	
Total number of school days	

Please fully explain below the **exceptional circumstances** relating to your request for leave of absence:

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Declaration

I have read and understood the information regarding leave of absence during term time, unauthorised absence, Penalty Notices and prosecution detailed overleaf. I am aware of the possible consequences should I take my child on leave of absence without the prior authorisation of the Principal.

Parent's full names.....

Parent's dates of birth

Parent's signatures Date

Important information for parents regarding leave of absence during term time

The Education Act (1996) requires parents to ensure their child attends school regularly. There is no automatic right to take your child out of school during term time. The Law allows the Principal to consider individual requests to authorise a leave of absence **only in exceptional circumstances**.

In considering any request to authorise a leave of absence during term time, the Principal must be satisfied that there are **exceptional circumstances** to justify an authorised absence. It is the parent's responsibility when submitting a request to provide all information and evidence to prove **exceptional circumstances**.

A request for authorised leave of absence must be made well in advance and at least two weeks prior to the first day of absence. The Principal may invite the parent into the Academy to discuss the request before a decision is made, and any decision will take into account the child's attendance at the Academy.

If, having refused a request for leave of absence and the child is absent and recorded as unauthorised, the Principal may have to refer the matter to the Local Authority requesting that a Penalty Notice be issued.

A Penalty Notice is £60 if paid within 21 days of receipt, rising to £120 if paid after 21 days but within 28 days. If the penalty is not paid in full by the end of the 28 day period, the Local Authority may prosecute for the offence to which the Notice applies.

Each parent may be issued with a Penalty Notice in respect of each child:

- Failure to pay the penalty due will result in prosecution before the Magistrates Court.
- Prosecution under Section 444 (1) Education Act (1996) where if convicted you may be fined up to £1,000.
- Prosecution under Section 444 (1a) Education Act 1996 where if convicted you may be fined up to £2,500 and/or three months' imprisonment.

It is important to note that children who are absent from the Academy may never catch up on the learning they miss, which may ultimately affect their academic progress. Bede Academy is very committed to your child's education and will support in every way possible. It is vital that you do not allow your child to be absent from the Academy for anything other than a very exceptional and unavoidable reason.

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TERM TIME HOLIDAYS

I/we* understand Bede Academy's position regarding term time holidays. I/we* will not arrange any further holidays during term time in the future (*Please delete as appropriate).

Name of student:	Tutor group:
Parent's full name:	Parent's date of birth:
Parent's signature	Date:
Parent's full name:	Parent's date of birth:
Parent's signature:	Date:

Please return the reply slip to the Principal's office.