

ABBEY COLLEGE RAMSEY REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

Attached is an application form for you to request permission for your child to take a leave of absence from school during term time. Before completing the application form, please read these notes carefully:

- **The law states that you do not have the right to take your child out of school for holidays during term time. By law you must ask permission for your child to miss school. If you fail to gain the school's permission you risk receiving a £80 penalty notice per parent per child (if paid within 21 days).**

New Government Legislation came into effect from September 2013 which states that it is now illegal for any headteacher to grant any leave of absence during term time unless there are exceptional circumstances. Therefore, Abbey College will not consider authorising an absence in relation to any holiday during term time unless exceptional circumstances are detailed on the Leave of Absence Request Form, and handed in at least 2 weeks before any absence is taken.

Whilst an authorised absence may very occasionally be granted for an exceptional circumstance it is entirely Abbey College's decision and not a parental right. Parents should be advised that absence without the consent of Abbey College could result in further action and sanctions including a penalty notice

- If the school refuse your application and you still take your child out of school the absences will be treated as unauthorised. If unauthorised absences are recorded, a Penalty Notice Fine can be issued by the Local Authority to each parent/carer in respect of each child who is absent from school. If this is your first penalty notice, then the amount of the penalty is £80 if paid within 21 days or £160 if paid within 22 to 28 days. If this is your second penalty notice since 19th August 2024, then the amount of the penalty is £160. Failure to pay will result in legal proceedings being initiated under Section 444 of the Education Act 199

Further details regarding the legal proceedings for none school attendance can be found here [Working together to improve school attendance \(applies from 19 August 2024\)](#)

Having read these notes, if you still wish to apply for a leave of absence for your child to accompany you on holiday during term time, please sign this page and complete and sign the application on page 2 (attached). This form should be returned to your child's school as far in advance of the proposed holiday as possible.

Parent / Carer signature:

**REQUEST BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME
(All sections are mandatory)**

Student Name: (Please print clearly)					
Date of birth		Year Group		Current attendance % at time of applying	
Name of Parent/Carer					
Address of student					
Information about the request for your child's leave of absence					
My reason for absence in term time is exceptional because:					
Would s(he) miss any national tests or examinations?				Yes	No
Is her/his attendance already below 96% of a previously agreed target?				Yes	No
Is the requested absence during the month of September?				Yes	No
Has (s)he already been absent for more than 10 days?				Yes	No
Has (s)he already had leave during term time this year?				Yes	No
Did (s)he have a leave of absence last year?				Yes	No
Does your child have any siblings for which you are requesting absence in term time in other schools?				Yes	No
Length of the absence (School Days)					
From (date)		To (date)		Total Number of School Days	
Declaration: In submitting this application, I understand that the school's decision is final and that I will abide by it.					
Signed:			Date:		
Absence approved / denied:					

PLEASE RETURN COMPLETED REQUEST FORM TO attendance@abbey.college GIVING AT LEAST 2 WEEKS' NOTICE OF INTENDED ABSENCE – any incomplete forms will automatically be refused.