

# Bosley St. Mary's CE (VC) Primary School

Leek Road  
Bosley  
Macclesfield  
SK11 0NX

Headteacher: Miss V. Rippon  
Acting Headteacher: Ms R. Hadfield



## Request for leave of absence during term time

Dear Parents/Carers,

You have requested the school's permission for a **leave of absence during term time**. Before such authorisation is given, please complete the form below and return it to the school office. Completion of this form does not guarantee the leave of absence will be authorised.

I wish to see permission for my child/children \_\_\_\_\_ to  
obtain authorised absence from \_\_\_\_\_ to \_\_\_\_\_ .  
The number of requested absence days are \_\_\_\_\_

Why is it necessary to take you child out of school during term time?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Carer signature \_\_\_\_\_ Date \_\_\_\_\_

**TAKING YOUR CHILD OUT OF SCHOOL DURING TERM TIME WITHOUT THE SCHOOL'S AUTHORISATION MAY RESULT IN THE LOCAL AUTHORITY ISSUING A FIXED PENALTY NOTICE TO EACH PARENT/CARER FOR EACH CHILD FOR WHOM THE LEAVE OF ABSENCE REQUEST HAS BEEN REFUSED.**

**WHAT THE LAW SAYS:** parents should not normally take pupils out of school in term time. School will only consider leave of absence in term time where both:

- The application is made to the Headteacher in advance of the leave of absence by a parent the child normally lives with.
- There are exceptional reasons for needing to take the leave of absence.
- Where parents have shared parental responsibility, 2 signatures will be required on the 'leave of absence' application form.

Applications should be made as far in advance of the leave of absence as possible. Schools will only agree to more than 10 school sessions of authorised leave of absence in any academic year in very exceptional circumstances.

*For completion by the school*

The school's Governing Body give authorisation for the above absence from school.

The school's Governing Body are unable to authorise the above request for absence.  
The reason the leave of absence is declined:

I can do all things through Him who strengthens me. Philippians 4:13

☎ 01260 223280 ☎ 07594 164613

🌐 [www.bosleyschool.co.uk](http://www.bosleyschool.co.uk) ✉ [admin@bosleyschool.co.uk](mailto:admin@bosleyschool.co.uk)

## Leave of Absence during term time

If children or young people do not attend school they will not achieve or reach their maximum potential. Research shows that children taken out of school may never catch up on work missed, and the absence may affect their progress in school. Bearing this in mind, leave of absence in term time should be discouraged, however schools do have discretionary power to grant leave for the purpose of very exceptional circumstances. Each request will be looked at individually, bearing in mind each set of individual circumstances.

Parent(s)/carer(s) do not have the automatic right to take their child or young person out of school for a leave of absence and, in law, have to apply for permission in advance.

A "LEAVE OF ABSENCE REQUEST FORM" must be completed in advance of the absence and returned to the school where it will need to be discussed with the Headteacher. These forms can be collected from the school office or website.

It must clearly state on the form why it is necessary that this absence must be taken in term time.

The following reasons are not considered "exceptional" - Cheaper holidays, unable to take holidays at another time, work reasons, birthday celebrations, holiday is being paid for by somebody else.

On receipt of the "Leave of Absence Request Form", you will be sent a response indicating whether the school is able to authorise your request or not.

Reasons for not authorising it might include:-

- Unsatisfactory attendance
- Time of year, e.g. if pupils are sitting Public Examinations
- If leave of absence has already been authorised during the current academic year
- It is a holiday request in school term time
- There does not appear to be an exceptional circumstance surrounding the request

If parents, contrary to what the school has said, still decide to take their child out of school, then the absence will be coded as "unauthorised". This may lead to the school referring the matter to the Local Authority requesting a Fixed Penalty Notice to be issued.

### Penalties for unauthorised absence

Timeline	One child	Two Children
Paid within 28 days	£60 per parent	£60 per child = £120 per parent
After 28 days	£120 per parent	£120 per child = £240 per parent
After 42 days	A summons to appear before the Magistrates' Court on the grounds you have failed to secure your child's regular attendance	A summons to appear before the Magistrates' Court on the grounds you have failed to secure your child's regular attendance

These measures are severe but we believe that regular and high attendance is in every pupil's best interests and helps to maximise their achievements and enjoyment of school.

This policy reflects accurately the current legislation and as a school, we have a duty to point this out to parents/carers.

Further details and background information can be found at the Cheshire East Council website - [http://www.cheshireeast.gov.uk/education\\_and\\_learning/schools/parents.aspx](http://www.cheshireeast.gov.uk/education_and_learning/schools/parents.aspx)

**I can do all things through Him who strengthens me.** Philippians 4:13

☎ 01260 223280 ☎ 07594 164613

🌐 [www.bosleyschool.co.uk](http://www.bosleyschool.co.uk) ✉ [admin@bosleyschool.co.uk](mailto:admin@bosleyschool.co.uk)