



# King Edwin Primary School

South Avenue, Amble, Northumberland,  
NE65 0ND Tel: 01665 710388

Headteacher: Lizzie Jackson Deputy Headteacher: Dawn Hunter



## Application for Leave of Absence of Pupil from School

This form should be completed and returned to school prior to booking a holiday during term time

Name of Child: \_\_\_\_\_ Class: \_\_\_\_\_

Proposed first day/date of absence: \_\_\_\_\_

Actual day/date of proposed return to school: \_\_\_\_\_ Total Number of School Days: \_\_\_\_\_

Reason for absence (please give details of 'exceptional circumstances' and submit any supporting evidence)

**It is the policy of all schools in the Coquet Partnership  
NOT TO AUTHORISE HOLIDAY ABSENCE DURING TERM TIME.  
PLEASE SEE THE REVERSE OF THIS FORM FOR IMPORTANT INFORMATION.**

If an unauthorised leave of absence is taken during term time and:

- your child's attendance was below 97% in the last academic year...  
OR
- your child's attendance was below 97% in the 12 months leading up to the holiday...  
OR
- taking the holiday will make it impossible for your child to reach 97% attendance by the end of the current academic year....

an application for a penalty notice will be made to the Local Authority Education Welfare Officer unless there are 'exceptional circumstances'.

**OUR OVERALL SCHOOL ATTENDANCE TARGET FOR 2024-2025 IS 97%**

### Declaration

I have read and understood the information on both sides of this form regarding leave of absence during term time, unauthorised absence, and Penalty Notices. I am aware of the possible consequences should I take my child on leave of absence without the prior authorisation of the Head Teacher.

Signature of parent/carer: \_\_\_\_\_ Date: \_\_\_\_\_

## Important Information for Parents/Carers

*Research suggests that children who are absent from School may never catch up on the learning they have missed, which may ultimately affect exam and test results. As a parent/carer you can demonstrate your commitment to your child's education by not allowing your child to miss school for anything other than an exceptional and unavoidable reason.*

The Education Act (1996) requires parents to ensure their child attends school regularly. The Education (Pupil Registration) (England)(Amendment) Regulations 2013 states that Headteachers may not grant leave of absence during term time unless:

- An application has been made in advance to the Headteacher by a parent with whom the pupil normally lives with: and
- The proprietor (Headteacher) or person authorised by the Headteacher considers that leave of absence should be granted due to the **exceptional circumstances** relating to that application.

The Head Teacher must be satisfied that there are exceptional circumstances to justify an authorised absence. It is the parents' responsibility when submitting the request to provide all the information and evidence to prove this.

### **KING EDWIN PRIMARY SCHOOL DOES NOT AUTHORISE ANY HOLIDAYS DURING TERM TIME.**

The request for authorised Leave of Absence must be made **at least two weeks in advance** and the Head Teacher may invite the parent/carer(s) into school to discuss the request before a decision is made.

If the Head Teacher authorises the Leave of Absence it is expected that the child's attendance will be of a satisfactory level both prior and after the date covered by the request.

If the Head Teacher refuses Leave of Absence and the absence is recorded as unauthorised, the Head Teacher may refer the matter to the Local Authority requesting that a Penalty Notice be issued.

For a first offence, the Penalty Notice will be £80 per parent per child if paid within 21 days rising to £160 if paid after the 21 days - it must be paid within 28 days.

For a second offence, the amount is £160 per parent per child to be paid within 28 days.

Please note that a third penalty notice **cannot** be issued to the same parent for the same child within three years of the date of issue of the first. Prosecution/other interventions will be considered (you should also be aware that a Penalty notice can be issued individually to each parent in respect of a child) failure to pay may result in prosecution before your local Magistrates Court.

#### **Children who attend school every day:**

- Have the best chance of achieving well
- Are more settled
- Develop good work habits for the future
- Are better prepared for learning and often enjoy school more.

#### **Children who often miss school or are late:**

- Miss important learning
- Can feel left out
- Develop poor work habits
- Suffer from low self esteem
- Are often unsettled
- Can find it hard to catch up
- Find it hard to be prepared for learning.
- Miss key concepts, special events, trips and visits.

Parent/carer information

	Parent/carer 1	Parent/carer 2
Name of parents/carers		
Parents/carers date of birth		
Parents/carers address		
Contact numbers		