

# APPLICATION FOR LEAVE DURING TERM TIME (exceptional circumstances)



## Heyford Park Free School

At Heyford Park Free School, we do not expect parents to take their children out of school for leave during term time unless there are exceptional circumstances. Pupils attend school for a maximum of 190 days each academic year (this leaves 175 non-school days for holidays to be taken). Full attendance is vital for your child's educational progress. We expect all parents/guardians to ensure that their child attends school whenever possible.

Requests for absence for leave during term time will only be considered if there are exceptional circumstances and supporting evidence of the need to be absent provided. Students are also expected to have attendance of at least 97% before any leave will be considered.

### Warning

If you take your child out of school without permission, you will be committing an offence under the Education Act 1996. We may refer the matter to the Education Welfare Service who may decide to prosecute. A conviction may result in a fine of up to £2,500, a prison sentence of up to three months or both. Alternatively, a penalty notice may be issued under Section 444A and 444B of the Education Act 1996. This carries a fine of £50 if paid within 28 days or £100 if paid after this but within 42 days. Failure to pay the penalty notice may result in Court action.

### APPLICATION: To be completed by parents.

<b>Surname of Child:</b>	<b>First name of Child:</b>
<b>Date of Birth:</b>	<b>Tutor Group:</b>
<b>Surname of Parent:</b>	<b>First Name of Parent:</b>
<b>Address Of Child:</b>	
<b>Post Code:</b>	<b>Phone Number:</b>

**Please explain the exceptional circumstances which mean you wish to take your child on leave during term time and attach any supporting evidence:**

**Length of Absence (number of school days):**

**Destination:**

**First day of Absence:**

**Date back in School:**

**Parents Signature:** .....

**School SECTION: (To be completed by the Attendance Officer)**

<b>Name of Child:</b> .....	<b>No. of days leave in the last 12 months:</b>	
<b>Attendance This Year:</b>	<b>Attendance Last Year:</b>	
<b>Leave Authorised/Unauthorised:</b> .....		

**Exceptional Circumstances:**

- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a close relative, only if the Senior Leadership Team is satisfied that the circumstances are truly exceptional;
- Out of school programmes such as music, arts or sport operating at a high standard of achievement. Documentary evidence of this event will be required.
- Religious observance – The Education Act 1996 S444(3) (c), states "on any day exclusively set apart for religious observance by the religious body to which his/her parent belongs";
- To attend a wedding or funeral of a close relative if the Senior Leadership Team is satisfied that the circumstances are truly exceptional;

In difficult family situations the Senior Leadership Team may use his/her discretion in granting leave and each case should be addressed on its individual merits, taking into account the overall welfare of the child.