



## APPLICATION FOR PUPIL LEAVE OF ABSENCE

Term times are for education. This is the priority. Children and families have 175 days off school to spend time together, including weekends and school holidays. Fixby J&I School rightly prioritises attendance to safeguard a child's education, welfare, social and emotional development. Our school policy clearly states that absences will not be granted during term time and will only be authorised in exceptional circumstances. A copy of Fixby J&I Attendance Policy can be found on our website at <https://www.fixby.org/> or a hard copy can be obtained in person from the school office.

**Please read the following carefully before considering a request for term time leave of absence:** - In the best interest of pupils any absence which can be reasonably planned will not be authorised during term-time. Leave of absence will only be granted in exceptional circumstances, which is defined as 'rare, short and unavoidable.' Applications will be judged on a case-by-case basis and parents/carers will receive a reply in writing. You may appeal the decision to the Chair of Governors of Fixby J & I School in writing via the school office. Any unauthorised absence taken during term-time may result in a penalty notice being issued. The penalty notice may be issued to each parent of each child. Each penalty notice will be for £60 if it is paid within 21 days, it will increase to £120 if paid after 21 days but within 28 days. Failure to pay the penalty notice could result in the Local Authority starting legal proceedings against you for the offence of not ensuring your child's regular attendance at school. If you are found guilty of the offence you may be fined up to £1,000, and you will receive a criminal record.

If you wish to apply for your child to be absent from school, please complete this form and return it to school for approval **FOUR WEEKS** before the intended departure. Thank you.

NAME OF CHILD _____	CLASS _____
DATE OF BIRTH: _____	
NAME OF PARENT/CARER: _____	
ADDRESS: _____	
_____ POST CODE: _____	
TELEPHONE: _____	(home) _____ (mobile)
REASON FOR ABSENCE: _____	
_____	
DESTINATION / ADDRESS: _____	
DATE OF DEPARTURE: _____	RETURN DATE: _____
DATE OF RETURN TO SCHOOL: _____	
TOTAL AMOUNT OF DAYS ABSENT FROM SCHOOL: _____	
DOES THE ABSENCE OVERLAP WITH THE BEGINNING OR END OF A SCHOOL TERM:	
_____	
Signed by: _____	
Relationship to child: _____	Date: _____

**Fixby J & I School adopted a 'ZERO TOLERANCE' policy for term time absence in November 2011, this brings us in line with all other schools in our pyramid.**

*For office use only:*

Pupil's % attendance: \_\_\_\_\_

Record of previous leave of absence taken:

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

I authorise this absence for \_\_\_\_\_ days

I do not authorise this absence due to the following:

Absence is not considered exceptional circumstances

Timing/reason for visit is unacceptable

Length of visit is unacceptable

Other \_\_\_\_\_

Signed Headteacher: \_\_\_\_\_

Date: \_\_\_\_\_

Please take note of the school's attendance policy. This makes it clear that an unauthorised term-time absence may result in a penalty being issued, as outlined on the first page of this application form.

**If you continue to take your child out of school when a request for absence has been declined, you are also at risk of losing your child's school place if they fail to return to school following 20 days of absence.**