



MENSTON PRIMARY SCHOOL

APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL

Pupils attend school for a maximum of 190 days each academic year and parents have a legal duty to ensure that their children get a full-time education. Full attendance is vital for your child's educational progress. Government research shows a clear correlation between excellent attendance at school and higher attainment outcomes in all phases of education.

In accordance with Pupil Registration Regulations (amendment September 2013) the Headteacher may not grant any leave of absence during term time unless there are exceptional circumstances. School leaders are responsible for deciding what counts as an exceptional circumstance when it comes to a child missing school. Holidays are very rarely an acceptable reason for a school absence and are unlikely to be treated as an exceptional circumstance. Please note - the lower cost of holidays at certain times does not constitute an exceptional circumstance.

You should be aware that missing school will mean missing important parts of the curriculum which may not be repeated. Parents of children in Years 2 and 6 should note that Statutory Tests take place in May and equally important non-statutory assessments take place for all year groups throughout the year. **We do not provide school work for pupils who go on holiday during term time.**

Any request for leave of absence during term time should be submitted using this form, giving as much detail as possible about the reason for the requested absence and, wherever possible, **at least four weeks before the planned absence**. You can then expect to receive a response, which will detail whether the request is authorised or unauthorised. The Headteacher may require evidence to support any request for leave of absence for exceptional circumstances.

Prior to making a request for leave of absence, please read the following information about Bradford Council's policy on issuing fixed penalty notices and implementing legal proceedings relating to unauthorised absence:

Absence due to unauthorised leave during term time covers a variety of reasons for absence, including holidays during term time and travel to other countries to visit family and attend celebrations and events. Currently schools can request a penalty notice from Bradford Council for each child (of compulsory school age), and each parent, where unauthorised leave takes place. Penalty notices will be issued when 6 sessions (3 school days) in a period of six school weeks are lost to unauthorised absence. The penalty is £60 (per parent per child) if paid within 21 days of receipt rising to £120 if paid after 21 days but within 28 days.*

A decision has been made by Bradford Council to change their approach to situations where families take two or more periods of unauthorised leave in a 12-month period (totalling 10 school days or more), or when a period of four or more weeks of leave is taken. In these instances, Bradford Council will utilise the option to start legal proceedings via the magistrates' court, instead of issuing a penalty notice. This means that parents may be liable to receive a significantly higher fine (up to £2,500 per child, per parent) if found guilty, as well as receive a criminal record, which may be reportable to employers (for example, via a DBS Check). In rare circumstances, magistrates can consider a custodial sentence for up to 3 months. This change came into force from 1st April 2023.

**Children must start full time education once they reach compulsory school age. This is on 31 December, 31 March or 31 August following their fifth birthday - whichever comes first. If a child's fifth birthday is on one of those dates, then they reach compulsory school age on that date.*

PARENT/CARER SECTION. Please complete this and hand this back into the school office with as much notice as possible prior to the requested absence.

Name of Child		Class	
Name of Parent/Carer			
Reason for absence request			
Who will attend this holiday e.g. Mum/Dad/Grandma etc			
Reason(s) why this absence cannot be taken during the 13 weeks of school holidays			
Length of Absence requested (total number of school days)		Destination (if a holiday request)	
First Date of Absence		Last Date of Absence	
Parent/Carer Signature		Date of request	

This information shows how attendance can affect your child's future progression.

<p>Above 97%: Less than 6 days' absence a year Excellent attendance! These young people will almost certainly get the best grades they can, leading to better prospects for the future. Pupils will also get into a habit of attending school which will help in the future.</p>
<p>95%: Less than 10 days' absence a year These pupils are likely to achieve good grades and form a habit of attending school regularly. Pupils who take a 2-week holiday every year can only achieve 95% attendance.</p>
<p>90% and below: 19 days + absence a year The Government classes young people in this group as "Persistent Absentees", and it will be almost impossible to keep up with work. Parents of young people in this group could also face the possibility of legal action being taken by the Local Authority.</p>