

MENSTON PRIMARY SCHOOL

APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school. Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school. (DfE Working Together to Improve School Attendance)

In accordance with Government legislation 'The School Attendance (Pupil Registration) (England) Regulations 2024', 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.

Parents should be aware that missing school will mean that a child will miss important parts of the curriculum which may not be repeated. Parents of children in Years 1, 2, 4 and 6 should note that statutory assessments take place in May and June each year and equally important non-statutory assessments take place for all children 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, be submitted **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 in line with statutory government guidance:

Penalty notices are fines imposed as an alternative to the prosecution of parents for failing to ensure that their child of compulsory school age regularly attends the school where they are registered or at a place where alternative provision is provided. Schools can refer unauthorised absence which meets defined criteria to Bradford Council for each child (of compulsory school age), and each parent. Where a referral is made, penalty notices will be issued when 10 sessions (5 school days) in a period of 10 school weeks are lost to unauthorised absence. The penalty is £160 if paid within 28 days of receipt, however a discounted rate of £80 will apply if the fine is paid within 21 days.*

If the same individual parent receives a second penalty notice in relation to the same individual child within a 3-year period, they lose the ability to pay a discounted rate, and must pay £160 within 28 days to avoid being prosecuted for the offence. Local Authorities can no longer issue a third penalty notice to the same individual parent for the same individual child within a 3-year period; parents will usually be prosecuted for the offence via the magistrates court. School will continue to keep an ongoing record of any Penalty Notices issued due to the three-year threshold period. This information will be passed onto another school if/ when a child moves.

**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(ren)		Class(es)	
Name of Parent/Carer making request			
Reason for absence request			
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 Planned Absence		Last Date of Planned Absence	
Parent/Carer Signature		Date of request	

This information shows how attendance can affect a child’s chances

Above 97%: Fewer 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.
95%: Fewer 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 a maximum of 95% attendance.
90% and below: 19 days + absence a year The Government classes young people in this group as ‘Persistent Absentees’. DfE research data from 2019 shows that 84% of Key Stage 2 pupils who had 100% attendance achieved the expected standard, compared to 40% of pupils who were persistently absent across the key stage.