

THE HELENA ROMANES SCHOOL & SIXTH FORM CENTRE

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

The Department for Education has published data on their website that clearly shows the link between attendance and attainment. This highlights the fact that there will be an impact on your child's education and exam results if attendance is not consistently above 95% throughout their schooling. Headteachers may only grant leave of absence where an application has been made in advance and the headteacher considers that there are exceptional circumstances relating to the application.

Parents should not take their children on holiday in term time. **There is no legal right to do so**

Please Note: Leave will only be authorised in the most exceptional of circumstances

If the absence is not authorised and the holiday is taken anyway, the case will be referred to the Missing Education and Child Employment Service who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent for each child taken out of school.

As from the 1st September 2015, all penalty notices will be issued on the basis of 10 unauthorised absences. This will include absences that are taken where a family chooses to go on holiday or take leave for 5 or more days (10 or more sessions).

As from 1st October 2017 a penalty notice will be issued on the basis of 6 unauthorised absences due to a holiday taken during the first two weeks of September.

NAME OF CHILD(REN):	
DOB:	
REGISTRATION GROUP(S):	

Date of First Day of Absence: _____ Date of Return: _____

Number of Days Requested: _____

Reason for leave to be taken during term time:

Signed: _____ Parent/Carer Date: _____

Name: _____

A response to your application will be sent by email. If we do not have your email address please provide it here: _____

School/Office Use Only:

Student Name: Registration Group:

Authorised/Unauthorised

Signed: DoL Year: Date: