

APPLICATION FOR YEAR 7-11 STUDENT LEAVE OF ABSENCE DURING TERM TIME



Children of school age must attend school regularly and on time during term time. Please read the notes below carefully when considering your application:

Your child can only miss school if they are too ill to attend or the school has authorised the absence. You must get permission from the Headteacher if you are planning to take your child out of school during term time. Your child may be allowed to miss school in such circumstances as follows; doctor, hospital or dental appointments; a death in the family or funeral or religious observation. If you do not get permission and you take your child out of school, this will be recorded as an unauthorised absence.

Unauthorised absences are when a pupil has been marked in the school attendance register as being absent from school without authority. This includes; any absence marked in the register as unauthorised; arrival at school after the register has been taken or a holiday in term-time. Headteachers may now only permit leave for a holiday in term-time where there are exceptional circumstances. **Family holidays, reunions, special birthdays and other family events are *not* generally considered exceptional.**

Fixed Penalty Notice Warning:

Lincolnshire County Council may issue a Fixed Penalty Notice (FPN) if a pupil has accrued unauthorised absence from school in accordance with the guidance provided by the Fixed Penalty Notice Code of Conduct. Requesting the Local Authority to issue a Fixed Penalty Notice is a strategy used by schools to address unacceptable levels of attendance of children attending their school under the following legal framework:

- Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise
- Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act
- In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Fixed Penalty of either £60.00 or £120.00.

Student Name & Form: _____

Dates of Proposed Absence: _____

Number of School Days: _____

Please provide the reason for requesting an absence in term time at least 10 school days in advance below and include any supporting documentation.

Signed _____ Parent/Guardian Date _____

On completion please pass to the QEHS Office for processing.

Office: Attendance %	Educated off-site	B	Interview – Open Days	J	
	Other Authorised Absence	C	Medical/Dental Appointments	M	
	Unauthorised Family Holiday	G	Approved Sporting Activity	P	
	Family Holiday *exceptional circumstances only*	H	Religious Observance	R	
	Unauthorised absence	O			

Headteacher's Response

Copies to: Headteacher (or designate) → Student Support Officer → CPOMS copy → Original to Parent/Guardian