

Magdalen Gates Primary School



Bull Close Road, Norwich, NR3 1NG
Tel: 01603 622675

Email: office@magdalengates.norfolk.sch.uk
Web: www.magdalengates.norfolk.sch.uk

Headteacher
Ms Cara Fahy

APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL FOR EXCEPTIONAL CIRCUMSTANCES DURING TERM TIME

Please note taking your child out of school during term time is likely to be detrimental to your child's educational progress

This form must be completed in advance and is not a guarantee of authorisation.

Full name of child(ren)

Class

Leave requested from _____ to _____ Total number of school days _____
Reason for application: (**Holidays are not exceptional circumstances and cannot be authorised**)

I/we have read the information on the reverse of this application and would like to formally request the leave of absence as shown. I am applying in advance of any arrangements being in place.

Signature of parent(s)/carer(s)

Date submitted :

!/ we have provided supplementary information to support this request (give details below)

Admin use only

Attendance % to date :

Authorised / unauthorised :

Headteacher signature

Date :

Added to Pupil Asset by :

Date added :

Parent response slip sent by :

Date sent:



"MAGDALEN GATES WORKING TOGETHER TO GIVE EVERY CHILD THE BEST"

**RESPONSE TO APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL
FOR EXCEPTIONAL CIRCUMSTANCES DURING TERM TIME**

Child/ren's name/s

Class

Your request for leave of absence from school during term time has been considered and:

- has been agreed and will be recorded as authorised. Although authorised this still is counted as an absence in calculating your child's % attendance for the year. We are unable to offer work missed, but you may wish your child to keep a diary to share with their class on their return.

Summary of reason for absence _____

- not agreed and will be recorded as unauthorised.

Signature of Headteacher:

Date:

Leave during Term Time

You are required under the Education Act (1996) to ensure your child attends school regularly. Schools should not authorise absences if they believe it is to the detriment of a student's education or if the absences are during school exam periods and SAT's.

We would advise that you consider very seriously how the absence will affect your child's education. National statistics show 10 days absence in any academic year does have a negative effect on attainment. Schools are not obliged to provide work for students taking leave of absence, however some schools may choose to do this.

The government advises that family holiday or any refusal of leave of absence must be recorded as unauthorised by the school on the student's records. As you may be aware, an accumulation of unauthorised absences may result in legal proceedings against you through either a Fixed Penalty Notice or the Magistrates' Court.

The penalty is in the form of a £60 fine per parent/carer per child, payable within 21 days. This increases to £120 payable per parent/carer per child within 28 days. Failure to pay usually results in prosecution in the Magistrates' Court

If the head teacher does not approve an application for a leave of absence, an appeal can be made through the Governing Body. This cannot be made retrospectively.



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