



Headteacher: Mrs. N James BEd (Hons) QTS
St. Andrews Road, Bishop Auckland, Co Durham, DL14 6RY

Telephone: 01388 605385 Fax: 01388 605385
E-mail: standrews@durhamlearning.net Website: st-andrews-pri.durham.sch.uk

Applying for Leave of Absence

Dear parents and carers,

Taking children out of school during term time is not encouraged as we know that, when children miss school, this can have a huge impact on their learning and development.

So that parents can make an informed decision about whether or not to apply for leave of absence, they must consider the following:

Parental Responsibility

Parents have a legal duty to ensure that their child receives full time education. You must ensure that your child attends school regularly and on time. You will be committing an offence if your child fails to attend their place of education regularly and punctually, and if your child's school has **not given authorisation for the absences or late arrival**. You can be prosecuted for this offence.

Leave of absence in term time

The law states Head Teachers **should not grant any leave of absence in term time unless there are exceptional circumstances**. If you take a leave of absence without the school's permission, and this absence amounts to 7 days or more, you could receive a penalty notice. The Headteacher will look at each application on a case by case basis and will make a decision at her discretion. Her decision is final.

A fine applies to each parent for each child who fails to attend school regularly. Where two parents / carers are issued with a penalty notices for a child, both fines must be paid.

- **Payment within 21 days is £60.**
- **Payment doubles to £120 if paid after 21 days but within 28 days.**

COVID-19

Due to the school closures in 2020 and the prolonged time pupils had away from school, attendance is more important than ever and I would ask parents to consider very carefully if more time away from school is necessary. Children already get 13 weeks off school in the academic year and parents should try their hardest to take family holidays during this time so as not to further interrupt their child's learning. Because of this, there will be even stricter consideration on whether to authorise leave of absence or not.

For more information on Attendance please see our Attendance Policy on our school website.

Yours sincerely
Mrs James
Headteacher





Headteacher: Mrs. N James BEd (Hons) QTS
 St. Andrews Road, Bishop Auckland, Co Durham, DL14 6RY

Telephone: 01388 605385 Fax: 01388 605385
 E-mail: standrews@durhamlearning.net Website: st-andrews-pri.durham.sch.uk

Applying for Leave of Absence During Term Time

A. Pupil Details			
Name:		DoB:	
Address:			
Class / Form:			
Siblings name(s):		School(s)	

B. Leave of Absence Request Details			
Start date of requested leave:		End date:	
Return to school date:		No. of days:	
What are the <u>exceptional circumstances</u> for your leave of absence request that you wish the school to consider?			
Name of parent / carer / step parent (FULL name):			
Signature:		Date:	
Name of parent / carer / step parent (FULL name):			
Signature:		Date:	

C. For School Use			
Previous LOA this academic year:			
Does the LOA request time coincide with test / examination periods:			
Is the LOA approved?:	YES	NO	
If YES - Number of days to be authorised for this LOA application:			
Signature of Head Teacher / designated member of staff:		Date:	
*Register Code to be used for this LOA:			

