

# Application for Pupil's Leave of Absence from Ace Learning during Term Time

Please complete this form and send it to [enquiries@furleypark.org.uk](mailto:enquiries@furleypark.org.uk) or hand it into the school office.

## Please read these conditions carefully before completion.

From 1 September 2013, amendments to the Education (Pupil Registration) (England) Regulations 2006 regulations make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances (for service personnel or a member of the armed forces who are prevented from taking holidays outside term – time if the holiday will have minimal disruption to the pupil's education; when a family needs to spend time together to support each other during or after a crisis and only if your child's attendance is above 95%).

There are 13 weeks available for family holidays when the academy is closed. Any absence from school will disrupt your child's learning. You may consider that a holiday will be educational, but your child will miss out on the teaching that their classmates will receive during your holiday. Children also returning from a term-time holiday are also unprepared for the lessons which build on the teaching they have missed. If you consider that your request for leave of absence is exceptional you will need to complete the form below. Each case will be judged on its merits in line with certain considerations as outlined in guidance from the local Authority and the Department of Education.

*Penalty Notices are issued to each parent of each child and the amount will be £160 if paid within 28 days, reduced to £80 if paid within 21 days.*

*If a second penalty notice is issued within a rolling 3-year period, then the charge will be a flat rate of £160 per parent per child if paid within 28 days.*

*In both instances failure to pay the penalty in full at the end of the 28 days period may result in prosecution by the Kent PRU and Attendance Service.*

*In the event of three or more periods of unauthorised absence within a 3 rolling year period, a penalty notice will not be issued. A referral will be made to Kent PRU and Attendance Service Courts Team who will consider the case for prosecution.*

## Application for Pupil's Leave of Absence During Term Time

Name of child/ren				
Class/es				

Date of first day of absence			Date of return to school		
DD	MM	YYYY	DD	MM	YYYY

Number of school days requested off

Reason for holiday to be taken during term time

I have read and understood the conditions above for this application

Office Use Only:					
Absence authorised?		Yes		No	
Name of staff					
Signed					
Date		DD	MM	YYYY	