



St. Antony's Catholic Primary School
Mornington Road, Woodford Green, Essex IG8 0TX



APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

Name of child/children: _____

Class: _____

From: _____

To: _____

Total Number of School Days: _____

Reason for absence: _____

Signed: _____ (Parent / Carer)

Date: _____

SCHOOL USE ONLY (TO BE RETURNED TO PARENT/CARER)

Number of days previously authorised in this academic year: _____

Number of days previously unauthorised in this academic year: _____

Absence Authorised: Yes/No Number of days authorised/unauthorised _____

Penalty Notice to be requested: Yes / No

Reasons for decision: _____

Signed: _____ (Headteacher)

Date: _____

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

"Children only get one chance at school, and your child's chances of a successful future may be affected by not attending school regularly".

Of course there may be times when your child has to miss school because she/he is ill. This is to be expected and for the odd day off sick; you should follow the school's procedures for notifying illness. Children may also have to attend a medical or dental appointment in school time. However, you should try to make routine appointments such as dental check-ups during the school holidays or after school hours.

Redbridge Council is committed to a policy of minimum unavoidable absence from school during term time. St Antony's Catholic Primary School religiously follows this policy, and will only be prepared to grant absence from school for circumstances as defined in the list below as exceptional.

Exceptional Circumstances and Special Considerations

- 1 Funeral of parent, grandparent and sibling. Subject to a maximum of 2 days. Death of a relative outside of the UK, subject to a maximum number of 3 days.
- 2 Sudden loss of housing through eviction or domestic violence up to a maximum of 3 days.
- 3 Out of school programmes such as music, arts or sport operating at a high standard of achievement and agreed by London Borough of Redbridge (LBR). LBR will advise schools on individual circumstances.
- 4 Time off relating to Child Entertainment Performances, which is subject to a licence being issued by the LBR.

Please note that only one exceptional circumstance will be considered at a time. Exceptional circumstances cannot be joined together to extend absence.

Sanctions for an Unauthorised Leave of Absence without Permission

A Fixed Penalty Notice will be issued for unauthorised leave of absence (holiday) taken without permission after the first day of absence. It will be issued by LBR following discussions with the Head.

This will incur a fine of £80.00 per child, per parent, being imposed, rising to £160.00 per child, per parent, if you do not pay within 21 days.

Each parent will only get up to 2 fines for the same child in a 3-year period. If you get a second fine in 3 years it will be £160. If you do not pay the fine in 28 days you may be taken to court for keeping your child out of school.

If your child is off 3 or more times within the 3 years you will not be fined but may be taken to court.

In cases where unauthorised leave of absence exceeds 5 school days and has been taken without permission, the school will follow its attendance procedures to substantiate absence, including advising the local authority's Safeguarding Team to investigate a 'Child Missing in Education'. After 20 school days or more, LBR will be informed in order that steps can be implemented with a view to removing the child from the school roll. A decision will be taken by LBR whether to implement legal proceedings under the Education Act 1996, Section 444 and (1a).