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Teversham Church of England Primary School

Inspire Believe Achieve

Application for Leave of Absence during Term Time

Please note the following before completing this form and read the information overleaf carefully.

Amendments have been made to the 2006 regulations in the Education (Pupil Registration) (England) (Amendment) Regulations 2013. Attendance at school is expected to be 100% and Principals/Head Teachers may not grant any leave during term-time unless there are exceptional or unavoidable reasons for absence.

Teversham Church of England Primary, the Local Authority and Government believe that absence during term time should be avoided as it can have a damaging effect on a pupil's education and overall achievement. However, it is recognised that there may be exceptional reasons that may justify authorisation of the absence by the Headteacher.

Such exceptional circumstances are defined as **rare, significant and short**. If you believe that there are exceptional or unavoidable circumstances that warrant the need to take your child out of school during term-time, please complete this form and return it to the School Attendance Officer, with supporting paperwork, providing at least 10 school days' notice. Please note that leave taken after an application has not been authorised, will be recorded as unauthorised term-time leave on the school register and will result in the serving of a Penalty Notice by the Local Authority, to each parent/ carer, for each child, or possible legal proceedings.

Pupil's Name	Date of Birth	Class/Teacher
Home Address		
Be granted leave of absence from	To	No. of School Days Absent
Exceptional Reason for Absence		

Head Teacher: Mrs Rebecca Simpkin Smith

Deputy Head Teacher: Julie Godfrey

Chair of Governors: Revd Canon Nick Moir

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Name of Parent	Home Telephone No	Mobile Phone No
Email		
In the case of travel, please name the parent(s) or carer(s) who will be accompanying the student		
Signature of Parent		

For the Headteacher to complete			
Date received			
Current Attendance:	%	Last Year's Attendance	%
Exceptional Reason Accepted		Yes / No	
Name and Signature		Date	
If you still intend to take the leave of absence, please know that the absence has been authorised / unauthorised (delete as appropriate)			

Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.

As a result of the changes on 19th August 2024 we have revised our Attendance Policy, which from 1st September 2024 will include the following:

- Application is to be made in advance by the parent with whom the child normally resides on the form headed 'Application for leave of absence during term time.'
These may be obtained from the school office.

- Leave of absence will only be granted where the Headteacher considers it is due to 'exceptional circumstances'. Parents will be informed within 7 school days as to whether the request has been authorised or unauthorised.
- If a pupil takes unauthorised term-time leave for 10 consecutive sessions or more (generally 5 days) they will be subject to a Penalty Notice. The fine for a penalty notice is £80 per child, per parent/carer, increasing to £160 if not paid after 21 days but within 28 days for pupils who are of statutory school age.
- If a penalty notice remains unpaid, parents may be the subject of court proceedings for failing to ensure the regular school attendance of their child and this could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months per parent.
- For second offences of unauthorised term-time leave (10 consecutive sessions or more) within a three-year rolling period, the fine is a flat £160 per parent, per child.
- For the third offence in a three-year rolling period, the referral will be automatically considered for prosecution in relation to Section 444 Education Act 1996.

NB

The word 'parent' for the purposes of attendance includes anyone who lives with the child and has day to day care of that child. This is in addition to legal guardians and those with parental responsibility.

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