

Name of School: **Holt Community Primary School**

APPLICATION FOR PUPIL LEAVE DUE TO EXCEPTIONAL CIRCUMSTANCES

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

Full name of child(ren)

Address

Leave requested from _____ to _____

Total number of school days _____

Reason for application:

Please provide a valid reason for why you wish to take your child out of school during term time, please see overleaf for further guidance.

I/we have read the information on the reverse of this application and would like to formally request the leave of absence as shown.

Signature of parent(s)/carer(s)

Date: _____

The Headteacher will not grant leave of absence unless in exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.

Your request for leave of absence from school during term time has been considered and has been agreed/not agreed.

Signature of Headteacher _____

Please note: Retain the original signed and completed forms in school records and ensure a copy is returned to the parent/carer of the student to confirm authorisation.

Prosecutions by local authorities

If a child of compulsory school age fails to attend regularly at a school at which they are registered or at a place where alternative provision is provided for them the parents may be guilty of an offence and can be prosecuted by the local authority. Only local authorities can prosecute parents and they must fund all associated costs. Local authorities should consider the Attorney General's Guidelines for Crown Prosecutors in all prosecution cases.

Local authorities must conduct all investigations in accordance with the Police and Criminal Evidence (PACE) Act 1984.

Local authorities have the power to prosecute parents who fail to comply with a school attendance order (section 443 of the Education Act 1996) or fail to ensure their child's regular attendance at a school (section 444 of the Education Act 1996)¹⁴.

Section 444 has two separate but linked offences: Section 444(1): where a parent fails to secure the child's regular attendance; and section 444(1A) where a parent knows that the child is failing to attend school regularly, and fails to ensure the child does so. Section 444ZA applies the offence to where parents fail to secure the regular attendance of their child at a place where alternative provision is provided. There are statutory defences for parents to use under the Act. The fines available to the courts if parents are found guilty of the section 444 (1) offence include a level 3 fine of up to £1,000. If they are found guilty of the section 444 (1A) the fine is at level 4, up to £2,500 and the court can also sentence them to imprisonment for up to three months. Local authorities have the power to prosecute parents of pupils found in a public place during school hours after being excluded from school¹⁵. The fine is a level 3 fine of up to £1,000.