



Glenfield Primary School

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Headteacher: Mrs Sukhi Tibbles

Deputy Headteacher: Mrs A Thomson



LEAVE OF ABSENCE APPLICATION FORM

Name of Child:

Class:

Dates:

First day of absence:

Last day of absence:

PLEASE NOTE:

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from school.

Exceptional circumstances: All schools can grant a leave of absence for other exception circumstances at their discretion. In the case of schools maintained by local authorities and special schools not maintained by local authorities, it must be requested in advance by a parent who the pupil normally lives with. Schools are then expected to consider each application individually, taking into account the specific facts and the circumstances and relevant background context behind the request. If a leave of absence is granted, it is for the school to determine the length of time the pupil can be away from school.

Generally, the DFE does not consider a need or desire for a holiday or other absences for the purpose of leisure and recreation to be an exceptional circumstance.

Under the national rules, all schools are required to consider a fine when a child has missed 10 or more sessions (5 days) for unauthorised reasons.

From August 2024, the fine for school absences across the country will be **£80 if paid within 21 days**, or **£160 if paid within 28 days**. This rate is in line with inflation and is the first increase since 2012.

Please indicate the reasons why this absence could not take place in the course of the normal school holiday pattern:

Signed:

Date :



GLENFIELD PRIMARY SCHOOL

Holidays in Term Time Policy

The school is committed to ensuring that all children benefit from maximizing the educational opportunities available. Regular school attendance is a crucial factor in realizing this aim.

The school follows the UK Government's directive on holiday absence in term time due to the disruption caused to pupils' learning.

Taking holidays during term time can have a detrimental effect on educational progress and achievement because pupils may:

- Get behind in their schoolwork.
- Get lower results because of missed work.
- May not understand some new work on their return.

The Head teacher is no longer able to grant any leave of absence for family holidays, unless there are 'exceptional circumstances' which support the request being made.

Where a family chooses to take a holiday during term time without the Head teacher's written permission, the absences will be coded as unauthorised.

Should the number of unauthorised absences cause concern, a referral will be made to the attendance officer.