



Sandon Road, Meir, Stoke-on-Trent, ST3 7DF Telephone: 01782 377100 Fax: 01782 377101

Email: info@omera.co.uk Website: www.ormistonmeridianacademy.co.uk

Principal: Mrs C Stanyer

APPLICATION FOR LEAVE OF ABSENCE IN TERM TIME

IMPORTANT: Please read the reverse of this form before submitting your application.

The Local Authority and Ormiston Meridian Academy strongly discourages parents/carers from applying for leave of absence during term time. Other than in exceptional circumstances, your leave request must be submitted at least four weeks before the proposed absence. The Principal will then consider any requests that have been made for exceptional circumstances.

I wish to apply for leave of absence from school for my child/ children:

Name of child: _____ Form: _____

Name of child: _____ Form: _____

Name of child: _____ Form: _____

First day of requested leave: ____/____/____ Last day: ____/____/____

Number of school days absent: _____

Exceptional circumstances leading to the request:

THIS SECTION MUST BE COMPLETED

Signed (parent/carer): _____ Date: _____

PLEASE RETURN TO RECEPTION.

For office use:

Date application received: _____

Authorised / Unauthorised

Child/children's current attendance: _____ % Date letter sent to parents/carer: _____

Signed by Principal: _____ Mrs C. Stanyer

Guidance Notes for Parents/Carers

1. The form overleaf should be completed and sent to the Academy Principal **four weeks before the requested period of absence**. Principals cannot authorise any leave of absence unless the request is received before the period of absence begins. Schools cannot give retrospective approval.
2. The Department for Education makes it clear that Principals cannot grant any leave of absence during term time unless there are **exceptional circumstances**.
3. There is no automatic right to any leave during term time.
4. The Academy understands the challenge that some parents face when booking holidays particularly during school holidays. However, we believe that in order to make sure that our students receive the best education and prospects they should be in school during term time.
5. Each request will be considered individually and on its own merit. The Academy will consider:
 - The exceptional circumstances leading to the request.
 - The student's current attendance.
 - The potential impact on the student's progress within school.
 - Parents/Carers will need to provide any evidence to support a claim for an authorised leave of absence, all evidence should be submitted with this request.
6. The Principal (or an authorised deputy or assistant principal) has absolute discretion regarding whether or not a child's absence from school is to be permitted during term time and if so, the period of absence to be permitted.
7. If your request is not authorised and you still decide to take your child/children out of school, the absence will be recorded as unauthorised. Any leave taken which is recorded as unauthorised absence may be referred by the Principal to the Local Authority and the following actions may be applied, per parent/carer, per child:
 - A Penalty Notice payable of **a £80 or £160 fine**.
 - Prosecution under s444(1) Education Act 1996, where if convicted you may be fined up to **£1,000**.
8. You will be notified in writing of the Principal's decision to authorise or decline your leave request.

School Penalty Notices for Attendance are Changing from August 2024

With the introduction of the new National Framework for Penalty Notices, the following changes will come into effect for all those issued after 19th August 2024.

Per Parent, Per Child

Penalty Notice are issued to each parent, for each absent child.

For Example: 2 siblings absent for leave during term time would result in each parent receiving 2 separate Penalty Notices.

First Offence

The first time a Penalty Notice is issued for Irregular Attendance or leave in Term Time the amount will be £160 per parent, per child when paid within 28 days.

This is reduced to £80 if paid within 21 days.

Second Offence

(Within 3 Years)

The second time a Penalty Notice is issued for Irregular Attendance or leave in Term Time the amount will be **£160 per parent, per child when paid within 28 days.**

Third Offence

(Within 3 years)

The third time a Penalty Notice is issued for leave in Term Time or irregular attendance, the case will be presented to the Magistrates Court, where fines of up to £2500 per parent, per child can be imposed.

Note: Cases found guilty in Magistrates Court can show on Parents future DBS certificates as a 'Failure to safeguard a child's education'.

10 sessions of Unauthorised absence in a 10-week period

Penalty Notices will be considered when there have been 10 sessions of Unauthorised absence in a 10-school week period.

These Absences can be late after register closes, Unauthorised Absences and Unauthorised Term Time leave absences. They can also be a combination of any of the above.

Penalty Notices are issued by the Local Authority on the instruction from the School/Academy, in line with the Department for Education legislation. Once issued these cannot be withdrawn.