



### Cledford Primary School

George VI Avenue, Middlewich, Cheshire, CW10 0DD  
Telephone: 01606 288240  
E mail: [admin@cledford.cheshire.sch.uk](mailto:admin@cledford.cheshire.sch.uk)  
Website: [www.cledford.cheshire.sch.uk](http://www.cledford.cheshire.sch.uk)  
School Principal: Mrs S Frater

### Gainsborough Primary & Nursery School

Belgrave Road, Crewe, Cheshire, CW2 7NH  
Telephone: 01270 685328  
E mail: [admin@gainsborough.cheshire.sch.uk](mailto:admin@gainsborough.cheshire.sch.uk)  
Website: [www.gainsboroughschool.co.uk](http://www.gainsboroughschool.co.uk)  
School Principal: Mrs J Nurse

Federation Headteacher: Mrs A J Booth

## LEAVE OF ABSENCE IN TERM TIME REQUEST

**Taking your child out of school during term time may harm their academic progress.**

Absences may only be authorised at the discretion of the School Principal in exceptional circumstances. Circumstances which are notified after a decision has been made by the School Principal will not be considered. Please be certain to provide exact details of the exceptional circumstances relating to your application and attach any supporting evidence.

**Please read the attached local authority guide for parents and carers.**

### COMPLETION BY PARENT/CARER

You have requested the school's permission for leave of absence to be taken during term time. Before such authorisation is considered, please complete the form below and return to the school office. Completion of the form does NOT guarantee the leave of absence to be authorised. You may be asked to attend an interview with the School Principal to discuss this request further. It is important to have read and fully understood the school's policy on attendance which can be found on the school website.

**Parents/carers should know that 10 unauthorised marks over two consecutive half terms will lead to Education Welfare Service intervention and a Fixed Penalty Notice being issued.**

Please refer to chart below for details of the FPN process including fines and timelines.

Penalties for unauthorised absence		
Timeline	One child	Two children
Paid within 21 days	£60 per parent	£60 per child = £120 per parent
After 21 days and before 28 days	£120 per parent	£120 per child = £240 per parent
After 28 days	The parents will receive a summons to appear before the Magistrates' Court on the grounds that they have failed to secure their child's regular attendance	The parents will receive a summons to appear before the Magistrates' Court on the grounds that they have failed to secure their children's regular attendance

If you need any further advice, then please contact the School Office.

Pupil Name:		Class	
Reason for Absence:			
Total number of school days		Date from:	Date to:
Has your child had leave of absence in term time this school year?		Yes / No	
Did your child have leave of absence in term time In the previous school year?		Yes / No	

Parent's/Carer's Signature: ..... Date: .....

**COMPLETION BY SCHOOL**

Number of days authorised		Attendance Code:
Number of days not authorised		Attendance Code:
Comments		
<b><u>This school year</u></b> Current % attendance Number of previous days authorised Number of previous days unauthorised		
<b><u>Last school year</u></b> Attendance % Number of previous days authorised Number of previous days unauthorised		

Attendance Lead's Signature: ..... Date: .....

Reviewed September 2016

## TAKING CHILDREN ON HOLIDAY DURING TERM TIME

### A guide for parents and carers

#### Frequently asked questions

##### Am I entitled to take my child out of school for a family holiday?

- **No.** Parents have a legal duty to ensure that their children attend school or the alternative provision on a regular basis
- The Education Act 1996 makes it a criminal offence for a parent to *“fail to secure their child’s regular attendance at the school”*
- The amendments to the 2006 Regulations remove any reference to *family holidays, extended leave and the statutory threshold of ten school days.*
- The amendments make clear that **Head Teachers may not grant any leave of absence (holiday) during term time unless there are exceptional circumstances**
- The amendments give **parents no entitlement** to take their child out of school for a holiday in term time
- The Head Teacher and Governing Body will determine what the exceptional circumstances are

##### If we decide to take a holiday during term time what should we do?

- The parent/carer with whom the child resides must apply in writing to the school
- The letter/application must explain the exceptional circumstance surrounding the request for the leave of absence

##### What will the school do then?

- The Head Teacher will determine whether the exceptional circumstance ruling applies, if not the application will be declined
  - Only the Headteacher (or the Deputy) has the power to approve leave of absence applications. When making the decision the protocols and criteria laid down in the school’s attendance policy must be followed.
  - Each academic year, schools inform parents/carers via a letter, newsletter or some other communication; that they may receive a Fixed Penalty Notice if their child has unauthorised absences in term time
- You will receive a written response from the Headteacher (or the Deputy) letting you know if your application has been approved
- If the holiday goes ahead after the application has been declined the absence will be recorded as unauthorised



## Education Welfare Service

### What will happen if the absence is unauthorised?

- The school will decide if a Penalty Notice should be issued. If the school decide that a Penalty Notice is to be issued
- You will receive a letter from the school advising that it has referred the matter to the Local Authority and that a Penalty Notice may be issued;
- The school will inform the Local Authority that a Penalty Notice needs to be issued
- A Penalty Notice will be sent to you, accompanied by an explanatory letter; the Notice gives you the opportunity to pay a penalty fine instead of being prosecuted in the criminal courts

Penalties for unauthorised absence		
Timeline	One child	Two children
Paid within 21 days	£60 per parent	£60 per child = £120 per parent
After 21 days and before 28 days	£120 per parent	£120 per child = £240 per parent
After 28 days	You will receive a summons to appear before the Magistrates' Court on the grounds you have failed to secure your child's regular attendance	You will receive a summons to appear before the Magistrates' Court on the grounds you have failed to secure your children's regular attendance

Payments will **not** be accepted after the 28<sup>th</sup> day and payments **cannot** be paid in part or by instalments

**Each school has a designated Education Welfare Officer**

[educationwelfareservice@cheshireeast.gov.uk](mailto:educationwelfareservice@cheshireeast.gov.uk) or you can also telephone the main office.

Tel: 01270 375277

Website: [www.cheshireeast.gov.uk/ews](http://www.cheshireeast.gov.uk/ews)

### Other leaflets are available to support you:

- Taking action to improve attendance – explaining legal action - a guide for parents and carers
- Helping your child to attend school. The role of the EWO - a guide for parents and carers

*The expression "parent", in relation to a child or young person, includes any person who is not a parent of the child but who has parental responsibility for him/her, or who has care of the child.*