



Sir William Romney's School

Striving for Excellence Together

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Headteacher: Will Ruscoe

Dear Parent/Carer

REQUEST FOR A LEAVE OF ABSENCE DURING TERM TIME

Parents should be aware that the law does not grant parents an automatic right to take their child out of school during term time. The Department for Education allows a Headteacher the discretion to consider authorising a leave of absence in term time only in "exceptional circumstances".

You may consider that a holiday will be educational but your child will still miss out on the teaching and learning that their peers will receive whilst your child is away. Children returning from a leave of absence during term time are also unprepared for the lessons which build on the teaching they have missed and arrangements need to be made for individual children to catch up on missed work. Disruption to the continuity of teaching and learning is something we all have a responsibility to avoid.

If requesting a leave of absence you will need to complete the form attached to this notice, setting out the reasons. If the holiday is not considered to be an exceptional circumstance it will not be agreed. If you nevertheless take your child out of school for the leave of absence this **will be recorded as unauthorised leave.**

In the case of an unauthorised leave of absence the Headteacher may request that the Local Authority issue a Fixed Penalty Notice without further warning to the parent. Please note that such a penalty is issued to each parent for each child taken out of school. A Penalty Notice is a fine of £60 if paid within the first 21 days which increases to £120 if paid between 21 and 28 days. Thereafter, if the penalty remains unpaid this may lead to prosecution through the Magistrates Court.

All leave of absence requests should be completed on the attached form by the parent with whom the child ordinarily resides. This should be returned to the school at least seven days before the start of the holiday. All requests must be made prior to the leave being taken. Leave cannot be authorised retrospectively.

Absence relating to Coronavirus

From 1st September 2020, the DfE have stated that school attendance is mandatory. The school will consult with parents who have concerns related to this expectation and can follow usual attendance procedures. Students displaying Coronavirus symptoms are expected to isolate and be tested immediately. This is also the case if other members of the same household are also displaying symptoms. Absence will only be authorised in the following circumstances:-

- Guidance from Public Health England or the Department of Health and Social Care
- Legislation from local or central government prohibiting attendance

In the above cases, no parents or carers will be penalised for following these instructions and will not be counted as absence.

I hope you will support our efforts to maintain good levels of attendance and attainment.

Yours faithfully

Mr W Ruscoe
Headteacher



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Pupil's Name Tutor Group:

Pupil's address

Date of first day of absence Date of return to school

Number of school days that your child will be absent from school

If a pupil fails to return within ten school days following the anticipated date of return and no reason is provided, there may be grounds (under some circumstances) to delete your child's name from the Admissions Register and register them as a Child Missing Education.

Please detail the exceptional circumstance for which you are requesting leave of absence:-

.....
.....
.....

I understand that if the absence request is not authorised and the holiday is taken the Headteacher may request that the Local Authority issue a Fixed Penalty Notice. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £60 if paid within the first 21 days which increases to £120 if paid between 21 and 28 days. I understand that if I do not pay this it may result in legal action.

Name(s) of Parent/Carer(s) making application:-

Dr/Mr/Mrs/Miss/Ms

Forename Surname

Address

Signed Dated

Dr/Mr/Mrs/Miss/Ms

Forename Surname

Address

Signed Dated

(Please ensure you are giving at least seven days' notice of the proposed absence, retrospective applications cannot be authorised)

For school to complete and copy retained: AUTHORISED / UNAUTHORISED (please circle)

Signed Headteacher