



"Lighting The Sparks"

Belthorn Academy Primary School

Headteacher: Miss Melanie Egan

Application for Discretionary Leave of Absence

Pupils attend school for a maximum of 190 days each academic year. Regular attendance is vital for your child's educational progress. The Local Authority expects all parents/carers to ensure that their children attend school whenever possible. Absences due to family holiday taken during school time, could hinder academic progress.

If you wish to request for your child to be granted leave of absence, please complete this application form and return it to *The Headteacher* at least two weeks before your proposed departure date.

If you take your child on holiday without securing advance permission or he/she fails to return to school on the agreed due date, you will be issued with a penalty notice under section 44 of the Education Act 1996. If you pay within 21 days of receiving a penalty notice you must pay a £60 fine. The fine is £120 if you pay after 21 days but within 28 days. Thank you.

PARENTS SECTION

Surname of Child: _____ First Name: _____

Date of Birth: _____ Year Group: _____

Name of Parent/Carer: _____ Date of Birth: _____

Relationship to Child: _____

Home Address: _____

Home Telephone: _____ Parents Mobile: _____

Reason for request: _____

Length of absence (days): _____ Destination: _____

Date of Departure: _____

Date due back into School: _____

Emergency contact in Blackburn/Darwen/Belthorn: _____

Parent/Carers Signature: _____

Date Signed: _____



"Lighting The Sparks"

Belthorn Academy Primary School

Headteacher: Miss Melanie Egan

13th September 2020

Dear Parent/Carer,

Re: Family Holidays During Term-time

There is a concern nationally that children are being taken out of school to go on family holidays in term-time. Children's absence from school disrupts learning and undermines educational attainment and achievement. I would ask you to bear in mind that there is no automatic right to any leave of absence for holidays in term-time.

The Government's advice to parents is that holidays should be taken when the school is closed.

Changes in Government regulation mean that as of September 2013 Headteacher's are no longer able to grant any leave of absence during term-time unless there are specific exceptional circumstances.

In addition, any parental application for leave in exceptional circumstances must be made in advance, no less than 14 days, unless this can be avoided and the Headteacher must be satisfied that the individual circumstances warrant them granting leave. Retrospective approval can no longer be given.

When a child is absent from school, valuable teaching and learning time is missed. Whole units of work or topics can be wholly missed and it is often very difficult to make up for gaps in pupils' learning.

Taking a child on holiday without permission will be regarded as unauthorised absence. Parents who do so will be issued with a Penalty Notice. The fine is £60 per parent, per child, if paid within 21 days or £120 if paid within 28 days of receipt of the Notice. Obviously this is something we want to avoid and I hope you will support the school in this matter, as we all want to see our children fulfil their potential at school.

I am sure that you will agree that this can best be achieved by avoiding unnecessary absence. Should you wish to discuss the matter further, please do not hesitate to contact the school.

Yours sincerely

Miss M Egan
Headteacher