

## ABSENCE FROM SCHOOL FOR HOLIDAYS PLEASE READ CAREFULLY

Dear Parent/Carer

Government legislation from 1 September 2013 specify that requests for holidays cannot be authorised except in exceptional circumstances.

The definition of an exceptional circumstance is:

- Where it is company/organisational policy for an employee to take leave at a specific time in the year and there is no opportunity for a family holiday in any school holidays during the year. This must be evidenced by production of the policy document of the organisation, which will be verified by the school.
- Service personnel returning from/scheduled to embark upon a tour of duty abroad, for which evidence must be provided.

When a parent/carers wishes to apply to take their child out of school during term time they must complete a leave of absence form and this should be submitted to the school at least 4 weeks before the proposed start of the holiday and before booking the holiday.

If you take your child on holiday during term time, without the authorisation of the Head Teacher, the Head Teacher will make a request to the Local Authority to issue an Education Penalty Notice.

Any absence that does not meet the exceptional circumstance will be classed as **unauthorised** and recorded as such. You may also be issued with an Education Penalty Notice.

Please be aware in line with **Section 23 of the Anti-Social Behaviour Act 2003 BOTH** parents are at risk of receiving an Education Penalty Notice for **EACH** child of the family with a period of unauthorised absence from school.

If an Education Penalty Notice is issued the penalty is £60 per parent per child when the payment is made within 21 days. If payment is not made within this timescale the penalty amount will double to £120 per parent per child if made within 28 Days.

• Headteacher  
Mrs R Train

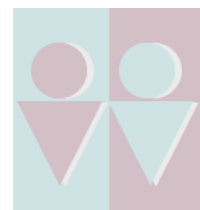
• Mill Lane  
Warmsworth  
Doncaster DN4 9RG

• Tel: 01302 852200

• Email: [secretary@warmsworthschool.co.uk](mailto:secretary@warmsworthschool.co.uk)

• [www.warmsworth-doncaster.sch.uk](http://www.warmsworth-doncaster.sch.uk)

**Pupil Premium  
Awards 2015  
Regional Finalist**  
Primary schools and others  
with published KS2 results



Failure to pay within 28 days will result in a summons to appear before the Magistrates Court on the grounds that you have failed to secure your child's regular attendance at School. If the case progresses to Court you may receive a fine of up to £1000.

For your information I enclose a copy of the Local Authority's Information for Parents about Education Penalty Notices and I would advise you to read this information very carefully.

Authorisation for leave of absences during Year 6 SATS week will not be given under any circumstances. It is particularly important for all children to be in school during May and also June for Year 1, for their assessment in phonics.

If you require further clarification on the above, in the first instance please contact the school or alternatively, you may wish to seek advice from the Attendance and Pupil Welfare Service on 01302 736504.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R. Train'.

Mrs R Train  
Headteacher

**Warmsworth Primary School**  
**Application for Leave of Absence 2023 – 2024**

*(Please read the attached notes before completing this form)*

*The Education (Pupil Registration) (England) Regulations 2006 (Amended September 2016) state that Headteacher's may not grant any leave of absence during term-time unless there are exceptional circumstances.*

<b>Pupil Name</b> (in full)		Date of Birth:	
Class:			
Address		Attendance %	
<b>Pupil Name</b> (in full)		Date of Birth:	
Class:			
Address		Attendance %	
<b>Pupil Name</b> (in full)		Date of Birth:	
Class:			
Address		Attendance %	

**Parent/Guardian Details**

<b>Parent 1 Name</b> (inc title):		Date of Birth	
Email address		Relationship to Pupil:	
Phone number			
Address (inc Post Code):			
<b>Parent 2 Name</b> (inc title):		Date of Birth	
Email address		Relationship to Pupil:	
Phone number			
Address (inc Post Code):			

**1) Your travel destination:**

**2) Reason for the Request (please provide evidence if required):**

<b>First Day of Leave:</b>		Number of days out of school:	
<b>Last Day of Leave:</b>			
Date to return to School:			
Adult(s) accompanying pupil:			
Signature of Parent/Carer:		Date:	

**Please note the following dates:**

**Reception Baseline – FS2 from Tuesday 5<sup>th</sup> September to Friday 13<sup>th</sup> October 2023**  
**KS1 SATS Test Period (Optional) – Year 2 from Wednesday 1<sup>st</sup> May to Friday 31<sup>st</sup> May 2024**  
**KS2 SATS – Year 6 from Monday 13<sup>th</sup> May to Thursday 16<sup>th</sup> May 2024**  
**Year 4 Multiplication Table Check – from Monday 3<sup>rd</sup> June to Friday 14<sup>th</sup> June 2024**  
**Phonic Tests – Year 1/2 from Monday 10<sup>th</sup> June to Friday 14<sup>th</sup> June 2024**

**Headteachers Decision and reason for Decision: Authorised/Unauthorised**

Signature of Headteacher:		Date:	
---------------------------	--	-------	--

Please keep this sheet for your information:

Please complete the attached form and return it to the Headteacher for any application for leave of absence for the Academic year commencing 5<sup>th</sup> September 2023 – 19<sup>th</sup> July 2024. The decision will be based on the ***The Education (Pupil Registration) (England) (Amendment) Regulations 2016***. Head teacher's should determine the number of School days a child can be away from School ***IF*** leave is granted and may make the decision following advice from the Local Authority.

Any absence which does not meet the criteria of being '***an exceptional circumstance***' will be marked as unauthorised absence and as such you may be at risk of receiving an Education Penalty Notice. Please be aware that ***BOTH*** parents are at risk of receiving an Education Penalty Notice for ***EACH*** child of the family with a period of unauthorised absence from school in line with ***Section 23 of the Anti-Social Behaviour Act 2003***.

The two exceptional circumstances are:

1. Where it is company/organisational policy for an employee to take leave at a specific time in the year and there is no opportunity for a family holiday in any school holidays during the year. This must be evidenced by production of the policy document of the organisation, which will be verified by the school.
2. Service personnel returning from/scheduled to embark upon a tour of duty abroad, for which evidence must be provided.

If an Education Penalty Notice is issued the penalty is ***£60 per parent per child*** when the payment is made within ***21 days***. If payment is made after ***21 days*** but within ***28 days*** this will increase to ***£120 per parent per child***. Failure to pay within ***28 days*** will result in a summons to appear before the Magistrates Court on the grounds that you have failed to secure your child's regular attendance at School. If the case progresses to Court you may receive a Fine of up to ***£1000***.

The 2013 change to Legislation states that it is really important that every child attends school for as many of the 380 half day sessions of the school year as possible. It is the responsibility of Parents to ensure that their Children do not take unnecessary time off school.

Any absence taken during term-time destroys the continuity of the child's education and reduces chances of success. Absence in the weeks prior to SATS tests or GCSEs will also disrupt revision and omit the reassurance that school staff can provide during the preparation period.

Absence taken during years 6,7,10 and 11 and at the beginning of the academic year can also have a negative impact on transition and assessments.