

Ludlow Infant Academy

Application for Leave of Absence~ 2018-19

Parents have a legal duty to ensure their child's regular attendance at school. Section 7 of the Education Act 1996 places this responsibility on parents and quotes : *"places a duty upon parents of a child of compulsory school age to cause that child to receive full-time education and failure to do so may lead to legal action being taken."* All parents must now be aware that a Penalty of £60 per parent per child may be enforced by Southampton City Council.

Following this change in legislation, Headteachers can no longer authorise absence from school for holidays and this time off will be recorded as unauthorised. However in exceptional circumstances time off may be granted, each case will be assessed individually. Therefore please give full details in the box below.

However from a safeguarding point of view we still need to know why your child is absent from school.

The slip below will be returned within 5 days of receipt of the form.

Child's name	Class
I am applying for leave of absence for my child for the following purpose:	

From : First day of absence	To : Last day of absence	Date of return to school
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Number of School Days :
Number of School Days:

YES NO

Have you previously had leave of absence for any reason for this child in this school year?

If YES please give the dates and details below :

Signed : _____ Date: _____

For use by the Attendance Officer	Previous absence reasons : _____	H/T initials & date
Current percentage of attendance : %	_____	

For school use only, this section will be returned to you within 5 days.

To the parents of _____ Class _____
Dates applied for : _____

Having considered your application carefully, my decision is:

- Days leave of absence will be recorded as UNAUTHORISED, but thank you for informing us.
- Days leave of absence is approved as AUTHORISED due to exceptional circumstances.

Signed : _____ Headteacher. _____ Date: _____