



# Ormesby Village Infant School



## NOTIFICATION OF PUPIL LEAVE OR ABSENCE FROM SCHOOL DURING TERM TIME

**Please note: Holidays during term time will not be authorised.  
Taking your child out of school during term time may be detrimental to your  
child's educational progress.**

Full name of child ..... Class Teacher .....

Address .....

.....

First day off \_\_\_\_\_ to \_\_\_\_\_ last day off

Total number of school days \_\_\_\_\_

Reason for absence: .....

.....

.....

.....

**I/we have read the information on the reverse of this notification and would like  
to formally notify leave of absence as shown.**

**I/we realise that all holiday absence is marked as unauthorised absence.**

**I/we may receive a fine for taking this absence.**

Signature of parent(s)/carer(s) .....

Date .....

### Office use only

Signature of Head Teacher ..... Date .....

Records marked ( ) Date .....

Code ( )

**The Head Teacher will follow government guidelines in respect of any absence  
during term time. Your child's absence from school will be coded as an  
unauthorised holiday and reported to the attendance improvement officer, who  
could issue you with a fine.**

**You are required under the Education Act (1996) to ensure your child attends school regularly. Before completing this application we would advise that you consider very seriously how the absences will affect your child's education. National statistics show 10 days absence in any academic year does have a negative effect on attainment. Schools are not obliged to provide work for students taking leave of absence, however some schools may choose to do this.**

**The government advises that any refusal of leave of absence must be recorded as unauthorised by the school on the student's records. As you may be aware an accumulation of unauthorised absences may result in legal proceedings against you either through a Fine or the Magistrates' Court.**

**If the head teacher does not approve an application for a leave of absence an appeal can be made through the Governing Body. This cannot be made retrospectively.**

### **Fine**

**With the implementation of the Anti-Social Behaviour Act (2003) the Local Authority has statutory powers to use Fines to help tackle irregular school attendance and unauthorised absences. An unauthorised absence is any absence that the school has not given permission for or which the parent/carer has been unable to provide a reason, which is acceptable to the school.**

**The fine is in the form of a £60 fine per parent/carer per child payable within 21 days, this increases to £120 payable within 28 days. Failure to pay usually results in prosecution in the Magistrates' Court.**

**\*(Academic year = school year from September to July)**