

# Selston Family of Schools

Selston High School • Bagthorpe Primary School • Brinsley Primary School • Holly Hill Primary School • Jacksdale Primary School  
Selston C of E Infant & Nursery School • Underwood C of E Primary School • Westwood Infant & Nursery School

## APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

Application forms are available from the Headteacher.

Before requesting an application form, please read these notes carefully:

- The law states that you do not have the right to take your child out of school during term time. The Local Education Authority works with schools to reduce the numbers of children missing school because of leave taken in term time, including family holidays, and we will not authorise any absence where children miss school unless there are exceptional circumstances. Such unauthorised absences of 4 days or more will lead to the school requesting that the Local Authority issue a penalty notice.
- We advise that you do not plan for your child to be absent from school without gaining prior agreement from the school first. We cannot retrospectively authorise absence from school under any circumstances. If your request is authorised, you are required to ensure your child catches up on any missed school work. This is your responsibility and school are not obliged to provide work for your child.
- If after consideration, the school refuse your application for leave and you still take your child out of school, the absences will be treated as unauthorised. Such unauthorised absences of 4 days or more will lead to a request being made for the Local Authority to issue a Penalty Notice. This is not a decision that the school will take lightly and the full context of the situation will be thoroughly considered before making such a decision.
- The school will inform you in writing of their decision regarding the authorisation or otherwise of requested leave of absence during term time.

Having read these notes, if you still wish to apply for a leave of absence for your child during term time then please contact the Headteacher for an application form. This form should be returned to school at least 4 weeks before the requested absence.

