



# Beamish and Pelton Federation of Schools

Acting Headteacher: Mrs K Telfer, Deputy Headteacher: Mrs J Russell

Dear Parent / Carer,

## **LEAVE OF ABSENCE DURING TERM TIME - Academic Year 2020/2021**

### Leave of Absence Application Form:

Please find on the reverse of this form an application for leave of absence during term time. You should complete parts A and B, leaving part C blank for school use only. **The Leave of Absence form must be signed by all parents/carers who have parental responsibility.**

### Leave of Absence Regulations:

When making an application for leave of absence during term time, please be aware that from 1<sup>st</sup> September 2013, Headteachers are not able to grant any leave of absence during term time **unless there are exceptional circumstances**. Please see the 'Frequently Asked Questions' page attached to this form. The application form overleaf therefore asks you to outline the reasons why you feel your application for leave of absence during term time should be regarded as 'exceptional.'

- Full details must be given and parents must state why they consider it essential for their child to take this time off school. **Please note that additional information Should be provided to support your application.**
- The school reserves the right to set a level of study to be completed, and/or the completion of school work.
- Leave of absence will not be authorised for children in Year 2 and Year 6 during National Curriculum Tests (SATs).
- Leave of absence will not be authorised for children whose attendance is at risk of being below 96%.

### Leave of Absence Authorisation:

Following the submission of your application, you will be notified as soon as possible of the School's decision. Please note that leave of absence authorisation is entirely at the Headteacher's discretion and if authorisation is granted, the number of days to be authorised will also be determined by the Headteacher.

Parents/carers should be aware that if your requested leave of absence is not authorised, but you still take your child out of school, or you keep your child away from school for a longer time than agreed/authorised, the absence (or excess absence where longer than agreed) will be recorded as unauthorised.

Unauthorised absences on your child's attendance record may mean that you are liable to incur a Fixed Penalty Notice (fine) or could face prosecution. Fixed Penalty Notices of £60.00 will be issued to **each person with parental responsibility** for the child/children who is deemed liable for the offence/offences. The 'Frequently Asked Questions' page attached explains the circumstances where enforcement action may be taken more fully.

Yours sincerely,

Mrs K Telfer  
Acting Headteacher  
Beamish and Pelton Federation of Schools

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