



Application Form – Leave of Absence in Term Time

The Department for Education (DfE) has amended legislation surrounding holiday absence in term time and this has been enforced in law, from the 1st September 2013.

The new law gives no entitlement to parents/carers to take their child on holiday during term time. The amendment makes it clear that schools must not grant any leave of absence during term time unless there is an exceptional circumstance causing any absence.

Holiday absence as a reason for absence is not considered exceptional, no matter how short the absence.

DENTON COMMUNITY COLLEGE DOES NOT AUTHORISE HOLIDAY ABSENCE.

The law states the following:

“Schools must not grant any leave of absence during term time”.

Other absence will only be granted in exceptional circumstances. When we consider the request for absence, progress and overall attendance will be taken into account. Parents/carers are reminded that absence during term time is **not** a right and it has a negative impact on academic progress and the overall attendance level of the student.

As the Governing Body must consider the request for absence, please ensure that the application is submitted to college well before the proposed period of absence. Please read the legal statement below carefully as it outlines the possible action that may be taken against you if you take your child out of college without our consent.

Penalty Notices for Non- College Attendance

Section 444(A) of the Education Act 1996 empowers designated LEA Officers, Head Teachers (and Deputy and Assistant Head teachers authorised by them) and the Police to issue Penalty Notices in cases of unauthorised absence from school. This means that when a student has unauthorised absence of 10 sessions (5 days) or more, in any half term/term (where no acceptable reason has been given for the absence) or if the child persistently arrives late for college after the close of registration, their parent/s or carer/s may receive a Penalty Notice fine of £60, which must be paid within 21 days. If payment is made after 21 days but within 28 days, the penalty is increased to £120. Non-payment of a Penalty Notice will result in consideration of prosecution under the provisions of Section 444 of the Education Act 1996.

Prosecution for Non-College Attendance

Failure to ensure the regular college attendance and good punctuality of your child may result in Tameside Metropolitan Borough Council taking legal action against you in the Magistrates Court. If your child fails to attend regularly and punctually we may refer you, with evidence, for consideration in relation to prosecuting you for an offence under the Education Act 1996.

Conviction of an offence under section 444(1) may result in a fine of £1000. Under section 444 (1A) convictions may result in a fine of £2500 or a prison sentence.

Please complete the following:

Student Name **Form:**

Home Address:
.....

First Day of Absence

Returning to College

Reason for Absence

Declaration

I confirm that the details given on this form are correct and that it is necessary for the absence to be taken during term time for the reason stated.

Signed:.....Dated:

Parent / Carer

Please return this form to Miss K Kilbane (Director of Learning Leading Attendance and Intervention) or Miss S Manuell (Attendance Officer)

**Denton Community College, Taylor Lane, Denton, M34 3NG
0161 3362219 or 0161 3373838**