



Achieving Success Together

Ormiston Cliff Park Infant Academy

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Dear Families

Leave of Absence in Term Time

School attendance is crucial to children and any absence will have an impact upon your child's education.

The Education (Pupil Registration) (England) Regulations 2006 were amended on 1st September 2013. The amendments make it clear that Heads of Schools may not grant any leave of absence during term time unless there are exceptional circumstances.

We will consider each leave of absence request individually, based on the information supplied on the application form (overleaf). Please ensure you complete the form fully and provide all relevant information to allow us to make an informed decision. The Education Regulations state that applications must be made in advance by a parent/carer with whom the child lives. Our decision will be based upon the reasons supplied, rather than based on your child's current attainment and attendance level.

Where a child is taken out of school for the purpose of leave of absence in term-time without the authorization of the school, the absence may result in a Penalty Notice being issued. Penalty notices are applied for by the Trust and are issued by the Local Authority. The penalty is in the form of a £60 fine per parent/carer per child payable within 21 days. This increases if not paid within 21 days, to £120 payable per parent/carer per child within 28 days. Failure to pay usually results in prosecution in the Magistrates Court.

We would reiterate that taking a pupil on leave during term-time interrupts teaching and learning, and can disrupt your child's educational progress.

We look forward to your support with this important matter.

(form overleaf)

APPLICATION FOR PUPIL LEAVE OF ABSENCE

Ormiston Cliff Park Infant Academy will not authorize any absence in term time, except in exceptional circumstances. Please complete the section and return it at least 4 weeks before the requested absence in order for your application to be assessed.

NAME OF CHILD(REN): _____

CLASS: _____

LEAVE REQUIRED FROM: _____ TO: _____

DATE OF RETURN TO SCHOOL: _____

DO YOU HAVE ANOTHER CHILD AT ANOTHER SCHOOL? YES NO

IF YES, WHICH SCHOOL DO THEY ATTEND? _____

CHILD'S NAME: _____

EXCEPTIONAL CIRCUMSTANCES FOR REQUEST

(This section must be answered in full)

SIGNATURE OF PARENT/CARER: _____ DATE: _____

NAME OF PARENT/CARER (please print): _____

DATE REQUEST RETURNED TO SCHOOL: _____

SCHOOL USE ONLY

Attendance _____% Unauthorised Absence _____% Authorised Absence _____%

Has holiday already been taken during this academic year? Yes No

Agreed - Reasons: _____

Not Agreed - Reasons: _____

Attendance Lead signature: _____

Date reply sent: _____