Oughterside Foundation School

Oughterside, Wigton, Cumbria. CA7 2PY
Tel: 016973 20579
Email: admin@oughterside.cumbria.sch.uk
Website: https://www.oughtersideschool.co.uk/
Head Teacher: Mrs Sarah Kirkbride

Dear Parents/Carers,

The law does not grant parents an automatic right to take their child out of school during term time. The Department for Education allows a Head Teacher the discretion to consider authorising a leave of absence in term time in in 'exceptional circumstances'.

You may consider that a holiday will be educational, but your child will still miss out on the teaching that their peers will receive whilst your child is away. Children returning from a leave of absence during term time are also unprepared for the lessons which build on the teaching they have missed. Teachers then have to give more time to help individual children catch up on missed work. This poses a potential risk of the under achievement for your child and other students in class. This is something we all have a responsibility to avoid.

You need to request a leave of absence by completing the form attached to this notification. If the holiday is not considered to be an exceptional circumstance, and you nevertheless take your child out of school for the leave of absence, this will be recorded as unauthorised leave.

I must take this opportunity to remind you, that should you still choose to take your child out of school unauthorised, then the school must inform the absence to the Local Authority Attendance Team. If you have parental responsibility, this could mean receiving any of the following:

- A penalty notice – The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160, if paid within 28 days. This will be reduced to £80 if paid within 21 days. A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days. If a Penalty Notice goes unpaid after 28 days, then court proceedings will be initiated.
- If a previous penalty notice has been issued, the Local Authority may decide to proceed directly to prosecution.

All leave of absence requests must be completed on the attached form, letters will not be accepted. This should be returned to school at least 7 days before the start of the holiday. All requests must be made prior to the leave being taken. Leave cannot be authorised retrospectively.

I hope you will support our efforts to raise attendance and attainment at our school.

Many thanks,
Sarah Kirkbride

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Request a Leave of Absence

Pupil Name: …… Class……..

Date of first day of absence…….. am or pm

Date of return to school…….. am or pm

Number of days that your child will be absent from school……

Please detail the exceptional circumstance for which you are requesting leave of absence:

……

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- I understand that if the absence request is unauthorised, the Local Authority may be notified of the holiday taken and a Penalty Notice may be issued.
- I understand that a Penalty is issued to each parent for each child taken out of school, and that this is a fine of £80 if paid within 21 days, and £160 if paid within 28 days. I also understand that if a penalty goes unpaid after 28 days, then court proceedings will be initiated.
- If previous Penalty Notice has been issued, the Local Authority may decide to proceed directly to prosecution.

Name(s) of Parent/Carer (s) making application:

Title…… Forename…… Surname……

Title…… Forename…… Surname……

Signed …….. Dated ……..

(Please ensure you are giving at least 7 days' notice of the proposed absence, retrospective applications cannot be authorised)

For school to complete ☐ **AUTHORISED** ☐ **UNAUTHORISED**

a) Their attendance is currently:……..

b) The request does/does not meet the criteria for 'exceptional circumstances'

c) They are making/not making good progress towards their end of year targets.

d) They are/are not being prepared for, or taking tests during the absence.

For school use only:

Previous Unauthorised Absences

Academic Year	Date (s)	Number of Days