



MEREVALLEY FEDERATION

Hodder Lane, Emerson Valley, Milton Keynes MK4 2JR
Telephone: 01908 507914 Fax: 01908 507915
e-mail office@emersonvalley.org.uk www.emersonvalley.org.uk

Executive Headteacher: Mrs Hayley White
Chair of Governing Board: Mrs Rebecca Cosgrove

APPLICATION FOR PUPIL LEAVE OF ABSENCE DURING TERM TIME

The staff and governors of Emerson Valley School are confident that parents share our wish that all children make the most of their skills, talents and opportunities. Regular attendance at school is vital if we are to achieve this aim. **If you would like to request leave of absence during term time please complete the attached form**, after reading the guidance below. From the start of the academic year 2013-14 headteachers are no longer able to authorise leave of absence for holidays during school term time. The Secretary of State for Education has stated that **all holidays during term time** are unauthorised and could be subject to a Fixed Penalty Notice (FPN) of up to £60 per child.

Parents are advised not to seek approval for term time holidays from their child's Headteacher unless there is "exceptional circumstances", such as a family wedding, overseas funeral or other family event which is not deemed to be a 'holiday' and cannot be easily arranged outside of term time. It is at the discretion of the Headteacher of your child's school to grant leave in these circumstances.

Please be aware of the following prior to making an application:

- All leave must be applied for at least two working school weeks in advance of the first day of requested leave. Only in emergency situations will requests be considered in shorter timescales.
- We strongly advise you not to make any travel arrangements until the headteachers decision of the request for leave of absence is made final.
- Failure to request leave in the appropriate way, is likely to result in unauthorised absence and a possible fixed penalty notice (see further details below).
- The definition of parent generally includes all those with day to day responsibility for a child
 - All natural parents, whether they are married or not
 - Any person who has parental responsibility for a child or young person; and
 - Any person who has care of a child or young person i.e. lives with and looks after the child

Important information about the Fixed Penalty Notice:

A fine becomes effective if a child has had more than ten unauthorised sessions or five days absence. Further details of the FPN are included below:

- A FPN can be issued to each parent, per child
- A fine of £60 is payable in 21 days and, if there is a failure to pay after that time, it rises to £120 payable in 28 days
- If the fine remains unpaid after 28 days then the parent(s) or carer(s) may be prosecuted under S444 (1) of the Education Act 1996 for the period of non-attendance and is subject to a fine of up to £1000 per parent.

More information is available on the Milton Keynes Council Website by visiting www.milton-keynes.gov.uk/schoolattendance.

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Name(s) of Pupil(s) for which leave of absence is being applied for:			
Child 1.	Class		
Child 2.	Class		
Child 3.	Class		
Dates (inclusive) for which leave of absence is being applied for			
From:		To:	
For how many school days do you require the pupil(s) to have leave of absence?			
On which date will the pupil(s) return to school?			
Please use the space below to justify the 'exceptional circumstances' for which the leave of absence is being requested			
You are also required to provide copies of evidence to support your justification of 'exceptional circumstances' e.g. wedding invitations. Please state below the evidence you have attached.			
Name of parent(s) making application and who will be responsible for the pupil whilst they are absent from school		Parental Signature	Date
1.		1.	
2.		2.	
For office use only			
Decision	Code for register	Notes	Signed/Date
Unauthorised or Authorised	G – Holiday not authorised C – Other authorised circumstances		

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