

Haydon Abbey School and Pre-School

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Headteacher: Miss Ashleigh Ferdinand



Leave of Absence

Having a good education will help to give your child the best possible start in life. If your child is absent for any period, he/she may miss essential elements of their learning programme.

Please note that ALL requests will be unauthorised – this form is to notify the school of forthcoming absences.

Child' Name: _____ Class: _____

Destination: _____

Reason for absence _____

First day of absence: _____ Last day: _____

I have attached a copy of the holiday booking form or if going overseas the return flight ticket, with the child/children's name ☐

I have read the information overleaf and I am aware that by taking my child/children out of school during term time that I may be subject to prosecution. ☐

Signature of Parent/Carer _____

Name of Parent/Carer _____ Date: _____
PLEASE PRINT NAME

OFFICE USE ONLY

Evidence seen/photocopied by			
Days absence			
Number of G codes previously taken this academic year			
Date			
Copy for Parents		Entered on Sims	



As you will know it is now illegal to take children out of school during term-time. From the 1st April 2014 Penalty Notices are in operation for instances of unauthorised absence. Leave of absence will be unauthorised in every case and will trigger the procedure for Penalty Notice consideration by the Local Authority's County Attendance Team in line with the Section 444 of the Education Act, Local Authority guidelines and agreed school policy.

For your information the Penalty Notice that may be issued for a first offence is a fine of £80 per Parent/Carer, per child if paid within 21 days rising to £160 if paid between 21 and 28 days. No payment could lead to further court proceedings. Further offences over a 3 year period may lead to an increased penalty notice and/ or court proceedings. Fines are issued by and paid to the Local Authority and not to the child's school.

Absence during term time, interrupts continuity of teaching and learning, disrupts the educational progress of individual children and creates disruption for other pupils in school.

If you still intend to take a child out of school during term, we ask that you complete a leave of absence form and produce evidence of a return travel (e.g. a return ticket in the name of the child) if you are travelling overseas.

If the child has not returned to school by this date then the child may be reported as missing in education to the Local Authority and it could result in them losing their place on our school roll. A new school place would need to be applied for in another school that has space within that particular year group.

We are aware that most of our children are only absent from school for genuine reasons and we would like to thank you for your support with this matter. If you have any concerns or issues regarding your child's absence please do not hesitate to contact me.

Ashleigh Ferdinand

Miss Ashleigh Ferdinand
Headteacher