



APPLICATION FOR LEAVE OF ABSENCE

Absence during term time as a result of term time holiday interrupts continuity of teaching and learning, disrupts educational progress of individual children and creates disruption in school. In accordance with government guidelines, any time taken off during term time will be unauthorised and parents/carers liable to a *Penalty Notice* unless exceptional circumstances apply.

Such circumstances might include:

- Parent is member of armed forces on leave from active duty
- Respite care of a looked after child.
- Exceptional significant family event- these will be considered on an individual basis.

If leave is taken without authorisation it will be recorded on the register as an unauthorised absence.

Name of student.....

Tutor group.....

Dates of proposed absence: From.....**to**.....

Explanation of the exceptional circumstance:

Signed..... Parent/Carer

Date:.....

(Please provide name of any sibling at a different school and the name of the school)

- For details of Penalty Notice please see over page.



SOHAM VILLAGE COLLEGE

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Penalty Notices are issued to each parent for each child at a rate of £60.00 (if paid within 21 days) or £120.00 (if paid within 28 days)

eg. A child living with two parents who takes a term time holiday will result in a (£60.00 x 2) £120.00 Penalty Notice

If there are two children, as it is per child it will be £60.00 x2 for each child resulting in a £240.00 penalty notice.