

The Duston School

Berrywood Road

Duston

Northampton

NN5 6XA

Dear Parent/Carer,

**Application for term time leave for your child/children at The Duston School.**

Please find overleaf our exceptional circumstances form which is to be used to apply for all term time leave by parents with children at TDS.

Please note the following:

* We are unable to grant any leave of absence during term time unless there are exceptional circumstances.
* We must be aware of where your child is during school time, always.
* A family holiday does not fall into the category of exceptional circumstances.

Please use the form to apply for leave of absence for your child. If there are no exceptional circumstances, or these do not meet the school’s threshold – the absence will not be authorised. We will, however, ensure the absence is noted on the system which will ensure that the absence doesn’t remain unexplained and trigger a safeguarding response.

As a school operating within the West Northants Local Authority, we currently follow their procedures in relation to term time leave and unauthorised absence. **West Northants council are responsible for issuing fixed penalty notices or initiating legal proceedings – TDS does not benefit financially from this action.**

Should your son/daughter’s absence reach the local authorities unauthorised absence threshold, they will issue you with a fixed penalty notice which is payable direct to them.

The Penalty Notice is as follows:

* £60 per parent/adult for each child if paid within 21 days, increasing to £120 if paid after 21 days but within 28 days of issue.
* If the Penalty Notice is not paid within 28 days, the Local Authority may instigate legal proceedings under section 444 (1) of the Education Act 1996. If found guilty of an offence under this Act, you may receive a criminal record and could be fined up to £1000.

Please also note:

* If you have previous received a fixed penalty notice for school attendance or a family holiday, it is likely that you will not receive a FPN, but the local authority will proceed with legal intervention immediately.

We realise that most parents do not take family holidays in term time as they recognise the significant impact this can have on their child’s education.

Thank you for your support in ensuring your child attends school regularly and on time.

Yours sincerely

**Mr Sam Strickland  
Principal**

**Exceptional Circumstances Form**

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| --- | --- | --- |
| **Name (first and surname)** | **Primary or Secondary phase** | **Form Tutor code / Primary Class** |
| **Any siblings in the school affected by this request (if so, please state name, phase and class)** | | |
| **Dates of Absence (to and from inclusive)** | | |
| **Exceptional Circumstances**  *Term time leave will only be authorised in light of exceptional circumstances. Please include in full detail the exceptional circumstances in which your request is based upon.* | | |
| **Date Submitted:** | **Parents Signature:** | **Parents Name:** |
|  |  |  |
| **Office use only:** | | |
| **Logged on SIMS / classcharts** | **Code issued** | **Referral to LA completed** |
| **Parent/carer informed** | **Reintegration required** | **Staff signature** |