



This application form is for you to request a leave of absence for your child to be absent from school during term time. Before completing the application form, please read these notes carefully.

- In accordance with Government guidelines and recommendations, leave of absences during term time will not be authorised, unless for exceptional circumstances. Parents/Carers are reminded of the damaging effect that absence can have on a student's potential achievement.
- The law states that you do not have the right to take your child out of school during term time. The Local Education Authority works with schools to reduce the numbers of children missing school in term time and schools can refuse your request to take your child out of school.
- If you wish to apply for a leave of absence during term time, you must apply for permission in writing using this form. Permission will only be granted in exceptional circumstances. If the school refuses your application and you still take your child out of school, the absences will be treated as unauthorised.
- If an absence is not authorised by the school, the pupil's attendance is deemed to be irregular. Under section 444 of the Education Act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly, his/her parent/carer (s) are guilty of an offence. Please also note that if you have more than one child, each child's irregular attendance is dealt with as a separate matter.
- The Local Authority may take formal action against all parents/carers for failure to comply with the law. Penalty notices are issued as an alternative to prosecution, but may not be issued if prosecution is considered to be a more appropriate response to the attendance issues.
- Therefore, your child's irregular attendance could result in one of the following actions: -
 - **First Offence (within 3 years)** - The first time a Penalty Notice is issued for term time leave of absence or irregular attendance the amount will be £160 per parent, per child when paid within 28 days, reduced to £80 per parent per child if paid within 21 days.
 - **Second Offence (within 3 years)** - The second time a Penalty Notice is issued for term time leave of absence or irregular attendance the amount will be £160 per parent, per child when paid within 28 days. There will be no right to the reduced amount.
 - **Third Offence and any further Offences (within 3 years)** - The third time an offence is committed for term time leave of absence or irregular attendance a Penalty Notice will not be issued. The case will proceed to the Magistrates court. This could lead to a fine of up to £2,500 per parent, per child. Cases found guilty in the Magistrates Court can show on the parents future DBS Certificate due to "failure to safeguard a child's education" and may impact on job applications and travel abroad.

Having read these notes, if you still wish to apply for a leave of absence for your child during term time then please complete the application form online