



Chesterton Primary School

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APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Please read the following information carefully

As a parent or carer, you are strongly urged to avoid leave of absence from school during term time. Should this be absolutely unavoidable then you should fill in this form and return it to the school office prior to the absence.

The government implemented new legislation that came into effect from September 2013 which means that schools may only authorise leave of absence in exceptional circumstances. A parent or carer does not have any right to leave of absence during term time and if your request is refused, the absence will be recorded as unauthorised. This could result in legal action being taken or a Penalty Notice being issued by the Local Authority.

The national threshold for a Penalty Notice is **10 sessions** (equivalent to 5 school days) of unauthorised absences within a rolling of 10 school week period. The 10 sessions of absence do not have to be consecutive and can be made of a combination of unauthorised absences (either G, O and/or U) in different terms, year groups and education settings. A Penalty Notice will consist of a **fine of £160, reduced to £80 if paid within 21 days** (for the first offence). A second Penalty Notice issued within a three-year period will result in a fine of £160 per parent, per child. If a third offence is committed the matter may be referred to the local authority for consideration of prosecution via the Magistrates Court. If prosecution is instigated for irregular school attendance, each parent may receive a fine of up to £2500 and/or up to 3 months in prison. If a parent is found guilty in court, they will receive a criminal conviction.

Should leave of absence be taken after permission has been withheld, this will be recorded as unauthorised absence. This will appear both in the school register and your child's school report. Persistent unauthorised absence may result in the involvement of the Local Authority Attendance Officer and possible legal proceedings.

I request that leave of absence be granted for:

Name of pupil:

Class:

From (first day of absence):

to (last day of absence):

Please explain the exceptional circumstances that require leave of absence during term time:

Name of parent:

Date:

Office Use Only:

Authorised

Authorised (tick)	Yes	No
Absence Code		

Signed: _____

Date: _____