



## APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

### PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

As a parent 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 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.

A Penalty Notice involves a fine of £60, per child, per parent if paid within 21 days, rising to £120, per child, per parent if paid within 28 days. Should a parent on whom a notice is served fails to pay the full amount of the fine within the specified time he/she will be liable to prosecution in a Magistrates Court where on conviction a sentence of a fine of up to £2,500 or up to three months in prison may be imposed. Penalty Notices may only be served in accordance with the terms of the County Council's local code of Conduct, a copy of which is retained by the school.

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

I request that ..... (Name of Child) be granted leave of

absence from: ..... to: .....

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

.....  
 .....

Signature of Parent: ..... Date: .....

Office use only			<input type="checkbox"/> Absence authorised <input type="checkbox"/> Absence unauthorised
Date form received	No. of school days absence requested	% Attendance	
			Signed: ..... (Headteacher)



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Please note that even if this absence request is authorised you may still receive letters of concern from either the school or local authority if your child's attendance drops below a level that the school deems acceptable.

Pupil/Pupils' Names:

.....

Absence authorised from: ..... To: .....  
(inclusive)

Absence unauthorised current attendance: .....% as of .....

Signed: ..... (Head) Date: .....