



School application for leave of absence during term time

Parents / carers must ask permission for their child to be absent during term time. Headteachers may not grant any leave of absence during term time unless there are **exceptional** circumstances only and this is not the norm. It is important to note that Headteachers can determine the length of the authorised absence as well as whether the absence is authorised at all.

If leave is taken without permission, parent/carer(s) risk being issued with a Penalty Notice or the Local Authority may decide either to prosecute for the original offence, failure to secure regular attendance or comply with a school attendance order.

Parent(s) / carer(s) wishing to apply for their child to have leave from school should complete this form and return it to Mrs Batten in the school office for consideration.

Should the request not be approved, but the leave still taken, or where no application is made and the absence is therefore unauthorised, the Headteacher will decide whether grounds are met to refer to Dorset or BCP Councils for prosecution (dependent on home address of the pupil). Further information can be found on the council websites as well as within the school's attendance policy. A Penalty Notice could be issued in lieu of a prosecution by either Council on your return, incurring a fine of £80 if paid within 21 days, or £160 if paid within 28 days. If this is a second fine for the same child within any three-year period, this will be charged at the higher rate of £160. If a limit of two fines within a three year period has been reached, other action such as a parenting order attendance contract or prosecution will be considered.

If the Penalty Notice is not paid, the relevant Council will consider prosecution proceedings under s.444(1) or 444(1A) Education Act 1996. If convicted, sanctions can include a fine of up to £2,500 and a prison sentence of up to 3 months, and you will have a criminal record. Please note that Penalty Notices can be issued per parent, per child.

Child's / children's name(s):					
Date of birth:		Year group:		Class:	
Parent(s)/carer(s) name(s):					
Child's address: (Include both parents' addresses if applicable)					
Telephone number:		E-mail address:			
Reason for request:					



Date of first day of absence:		Date of return to school:		Total number of days absent:	days
Total days of taken previously this academic year that are not related to illness or medical requirements:				days	
Parent / carer signature(s):					

SCHOOL SECTION (a copy of this form will be provided to the parent(s) / carer(s) after consideration)					
Leave in term time request:	(i) authorised days		(ii) unauthorised school days		
Reasons (optional):					
Headteacher signature:				Date:	
Meeting held	Yes	No	Notes:		
Confirmation sent to parent	Stamp:			Date:	