

**APPLICATION FOR LEAVE OF ABSENCE for EXCEPTIONAL CIRCUMSTANCES
FROM MILTON C OF E (VC) PRIMARY SCHOOL**

The Education (Pupil Registration) (England) Regulations 2006 used to allow Headteachers to grant leave of absence for the purpose of a family holiday during term time in “special circumstances” of up to ten school days leave per year. Headteachers could also grant extended leave for more than ten school days in exceptional circumstances.

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted. If leave of absence for exceptional circumstances has been denied and you take the child out of school, you may be subject to a Penalty Notice or face prosecution in court.

Amount of penalty per parent, per child

The amount of the penalty is as follows:

When paid within 21 days	£80
When paid within 28 days	£160

If unauthorised absences are recorded, a Penalty Notice Fine can be issued by the Local Authority to each parent/carer in respect of each child who is absent from school. If this is your first penalty notice, then the amount of the penalty is £80 if paid within 21 days or £160 if paid within 22 to 28 days. If this is your second penalty notice since 19th August 2024, then the amount of the penalty is £160. Failure to pay will result in legal proceedings being initiated under Section 444 of the Education Act 1996.

Please note if 2 Penalty Notices have been issued to a named parent in relation to the same child since the 19th August 2024 (over a 3-year period), then prosecution in relation to Section 444 Education Act 1996, may be considered as an alternative to a Penalty Notice fine being issued.

I request that _____ (name of child/children) be granted leave of absence from Milton C of E (VC) Primary School

from _____ to _____

I wish to take my child out of school because

I understand that leave of absence will only be granted in exceptional circumstances. Should this not be granted and I take my child/children out of school I am aware that I may be liable to a Penalty Notice, as stated above.

Signature of parent/carer _____ (date) _____

Authorised/unauthorised (Headteacher)

Date

Code