

Leave of Absence Form
Leave for Exceptional Circumstances Request Form

Parents have a legal responsibility to ensure their child's attendance at school. Holidays in term time can disrupt the educational progress and continuity of teaching and learning. Requests will be considered and only be authorised where there is evidence of exceptional circumstances.

Please see the Attendance Policy for full details:

<https://www.seatonacademy.co.uk/about-us/important-documents/attendance>

As a parent it is your legal responsibility under Section 444 of the Education Act 1996 to ensure your child(ren) attends school regularly. Should you fail to do so you may be guilty of an offence under Section 444 (1) or Section 444 (1A) of the Education Act 1996. The maximum penalty for these offences is a fine of £2,500, 3 months imprisonment or both. Alternatively, the Local Authority may choose to impose a Section 444A Penalty Notice in the order of a fine instead of prosecuting for the offences given above. The amount of the penalty notice is £160.00 per parent if paid within 21 days. If paid after 21 days but before 28 days the penalty notice is doubled to £120.00. Failure to pay a Penalty Notice will result in prosecution except in limited circumstances.

Name of child:	Class:
I am applying for leave of absence for my child for the following reason/s:	
First day absent from school:	
My child will return to school on:	
Number of days my child will be absent from school:	
This cannot be taken during the school holidays because:	
Evidence of exceptional circumstances:	
Has your child had any leave of absence this year? YES/NO	
I also have other children attending (name of other school/s)	
Signed:	Date:
Print name:	

To be completed by School:	
Child's current attendance:	
Child's attendance last Academic Year:	
After considering the application the request is:	
Authorised / Unauthorised	
Reason:	
Signed:	Date:
Headteacher	Print Name: