**Care, Collaboration, Challenge**

**Application for Leave of Absence for Exceptional Circumstances**

Please complete and submit this form if you would like the Principal to consider a request for your child’s leave of absence for exceptional circumstances. **We may ask for evidence to support your request**.The Principal will consider all reasons for the request carefully and will notify you of the decision.

**Please read the following guidance carefully.** As parents, you have a legal responsibility to ensure your child’s attendance at school. During the academic year, pupils are at school for 190 days and at home for 175 days.

**Fines for missing school (August 2024)**

Penalty notice fines will be issued to each parent attending the leave of absence (including step parents), for each child who is absent from school without permission or good reason.

\*The school day is split into two sessions – one session counts as a morning or afternoon spent in school.

**First offence** The first time a penalty notice is issued for term time leave or low attendance will be:

£80 per parent per child if paid within 21 days, £160 per parent per child when paid within 28 days

**Third offence** (further offences within a 3-year period)

The 3rd time a penalty notice is issued the case will be presented straight to the Magistrates Court. Fines of up to £2500 per parent per child can be issued. Cases found guilty in Magistrates Court can show up on parents future DBS certificates as a failure to safeguard a child’s education.

**Second offence** (within a 3-year period) £160 per parent per child to be paid within 28 days

**5 consecutive days of term time leave** Fines will be issued for term time leave of 5 or more consecutive days.

**10 sessions of unauthorised absence in a 10 – week period** Fines will be considered when there have been 10 sessions of unauthorised absence in a 10-week period. This can go over school holidays.

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| Name of child: | | Class: |
| I am applying for a leave of absence for my child  from: to: | | |
| Number of school days: | Name of Parents/Carers attending the leave of absence: | |
| The exceptional circumstances for which leave is requested: | | |
| Signed: (Parent/Carer) | | Date: |
| Print name: | | Relationship: |