



**APPLICATION FOR LEAVE OF ABSENCE
EDUCATION (PUPIL REGISTRATION) ENGLAND REGULATIONS 2013**

I/We the parent(s)/carer(s) of: Name of Child.....
Form..... Attendance Percentage.....

Wish to formally apply for leave of absence from school for the period:

.....to.....(inclusive)

Parents
name.....
Address.....
.....

Parents
name.....
Address.....
.....

Name of the adult(s) taking the child on holiday.....

Signature.....

Date.....

Reason for request:

.....
.....
.....

Please note evidence to support exceptional circumstance is required.

ATTENTION IS DRAWN TO THE FOLLOWING:

1. Leave of absence can only be granted by the Headteacher in EXCEPTIONAL CIRCUMSTANCES
2. Only the school can authorise pupil absence.
3. The school will report unauthorised absence to the Local Authority, employers or colleagues
4. Your child may be placed on attendance initiative following the holiday to improve attendance and this may lead to prosecution if there are any further unauthorised absences
5. **The parent/care of any student who takes unauthorised leave of absence in term time may be issued with a Fixed Penalty Fine of £160 per parent/carer per student. New guidance has been issued regarding unauthorised leave. Please read the information on the reverse of this form.**

G WARNOCK
Headteacher

Date received by school Authorised/Unauthorised.....

CHANGES TO NATIONAL FRAMEWORK

First penalty: From August 2024, the fine for school absences across the country will be £80 if paid within 21 days, or £160 if paid within 28 days. This will be issued to each parent for each child.

Second penalty: In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160 with no reduction for early payment. Again this will be issued to each parent for each child.

Further penalties: Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered. If you're prosecuted and attend court because your child hasn't been attending school, you could get a fine of up to £2,500.

Additionally Penalty Notice Fines will be considered when there has been 10 sessions of unauthorised absence in a 10 week period.