

## APPLICATION FOR LEAVE OF ABSENCE



As parents, you have the legal responsibility to ensure your child's regular attendance at school. Applications for leave of absence will only be granted in exceptional circumstances and the number of days given determined by the Headteacher.

If you wish to apply for a leave of absence for your child in term time, you will need to complete this form and return it to the school office no later than 14 days before the requested date.

Any leave of absence during term time which is not applied for or agreed to by the school will be recorded as unauthorised and will be referred to the Local Authority. This may result in a Truancy Penalty Notice (TPN) being issued or Prosecution under Section 444 Education Act for failure to secure regular attendance at school (see note below):

Name of Child:	Class:	
Dates I am applying for leave of absence for my child	From:	To:
Number of school days that will be missed:		
Full names of parents and/or carers:		
Home address of parents and/or carers:		
This leave cannot be taken during the school holidays because:		
I have requested leave of absence previously this academic year:	YES / NO	
I have requested leave of absence last academic year:	YES / NO	
I also have children at (please name school/s):		
Parent/Carer Signature:		
Date of Request:		
OFFICE USE		
Having considered your request carefully, my decision is:	Authorised / Unauthorised	
Signed:		
Date:		

### TRUANCY PENALTY NOTICES

Unauthorised absence and persistent lateness may result in the issue of a Truancy Penalty Notice to each parent/carers, for each child for the period of absence from school. This will be issued as an alternative disposal to prosecution for failing to secure regular attendance at school.

The penalty notice is £60 per pupil, per parent/carers if paid within 21 days, rising to £120 per pupil, per parent/carers if paid within 28 days.

Failure to pay the Penalty Notice within the specified time will result in its withdrawal and will result in a prosecution under Section 444 Education Act for the non-attendance where the maximum fine is £2,500 and up to 3 months imprisonment.

**Please note there is no provision for payment of the penalty notice in instalments**