

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**.

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:		
Please provide the reason for this request including supporting evidence:		
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):		
Please read the following statement and sign to indicate you understand this: I would like to request the above term time absence. I understand that the school strongly advises against taking unnecessary absence during term time and accept that this may have a detrimental impact on my child/ren's progress. I understand that a Truancy Penalty Notice (TPN) may be issued if this request is denied and my child is absent during this period. I understand that for the first TPN a fine will be payable of £160 per child per parent if paid within 28 days or reduced to £80 per child per parent if paid within 21 days. For a second TPN within a 3-year rolling period the fine will be £160 per parent per child due within 28 days. Where two TPNs have already been issued during a rolling 3-year period, the case will be presented to the Magistrates' Court for prosecution under Section 444 of the Education Act 1996. 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. <i>(Please note there is no provision for payment of the penalty notice in instalments)</i>		

Parent/Carer Signature:	Date of Request:

For office use only:

Date request received by the school:		Total number of days requested:	
Current % Attendance:		Application Authorised or Declined?	
Reason for school's decision:			
Headteacher signature & 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. Unauthorised absence and persistent lateness may result in the issue of a Truancy Penalty Notice to each parent/carer, 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.