**REQUEST FOR LEAVE OF ABSENCE IN TERM TIME**

**The 2013 regulation amendments make clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The amendments give parents no entitlement to take their child out of school for a holiday in term time. The Head of School, Mr N Bielby, will determine what the exceptional circumstances are.**

**FOR COMPLETION BY PARENT/CARER**

You have requested the school’s permission for leave of absence to be taken during term time. Before such authorisation is considered please complete the form below and return to the Attendance Office. Completion of the form does not guarantee the leave of absence will be authorised.

Student’s Name: \_\_\_\_\_ Tutor Group:

First day of absence: \_\_\_\_\_\_\_\_ day \_\_\_\_\_\_\_\_\_\_month\_\_\_\_\_ year

Return to school: \_\_\_\_\_\_\_\_ day \_\_\_\_\_\_\_\_\_\_month\_\_\_\_\_ year

Number of days absent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ days

Please give full reason(s) for asking for leave of absence in term time

\_\_\_\_\_\_\_

\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_

\_\_\_\_\_\_\_

Parent/Carer’s Name: \_\_\_\_\_\_

Parent/Carer’s Signature: \_\_\_\_\_ Date: \_\_

**It is important to have read and understood the school’s policy on attendance.**

**This application must be completed by the parent/carer with whom the student normally resides, with a** **minimum notice period of 3 weeks. Only in exceptional circumstances will this notice period be waived.**

**TAKING YOUR CHILD OUT OF SCHOOL WITHOUT THE SCHOOL’S AUTHORISATION MAY RESULT IN THE SCHOOL REQUESTING THE LOCAL AUTHORITY TO ISSUE A FIXED PENALTY NOTICE TO EACH PARENT/CARER FOR EACH CHILD.**

|  |  |  |
| --- | --- | --- |
| **Penalties for unauthorised absence** | | |
| **Timeline** | **One child** | **Two children** |
| Paid within 21 days | £60 per parent | £60 per child = £120 per parent |
| After 21 days and before 28 days | £120 per parent | £120 per child = £240 per parent |
| After 28 days | The parents will receive a summons to appear before the Magistrates’ Court on the grounds the parents have failed to secure their child’s regular attendance | |

**For Completion by School:-**

Authorised Unauthorised

**Reason absence declined**

\_\_\_\_\_\_\_

\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: Date:

**Copy to: Parent**

**Pupil File**

**Local Authority**