

## APPLICATION FORM

### Leave of Absence during Term Time

In September 2013 there was an amendment to the Education (Pupil Registration) (England) Regulations 2006 which prohibited the Headteacher of a school granting leave of absence for a pupil except where an ***application is made in advance*** and the Headteacher considers there are ***exceptional circumstances*** relating to the request. If a Headteacher authorises a leave of absence request, it will be his/her decision to determine the length of time that the child can be away from school.

Should you wish to make a request, which must be made prior to the proposed leave; please complete the application below providing any additional evidence in support of the exceptional circumstances, together with details of why the leave cannot be taken during any school holiday period. Each request will be considered based on the information provided. Leave of absence is not an entitlement and will not be granted for the sole purpose of a family holiday

1. To be completed by the parent or carer with whom the child normally resides			
School Name			
Name of Pupil		Class	
Address			
Dates Requested	From: (1 <sup>st</sup> date of proposed absence) To: (last date of absence)		Total School Days
Supporting Information and the reason for the leave of absence request			

**Please do not make arrangements until you have confirmed with school that the leave of absence is granted.**

2. Please provide details of any other siblings. A separate application form will be required for each child			
Child Name		School	
Child Name		School	

3. I confirm that I am the parent or carer with whom the child listed in section 1 resides			
Signed:		Please Print Name:	
Date:		Relationship to child	

<b>For School Use Only:</b>	Date Application Received:
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# School Response to Application for Leave of Absence during Term Time

Details of Application (To be completed by the School)		
Name of Pupil		
Address		
Name of person requesting leave of absence and relationship to the child		
Dates Requested	From: (1 <sup>st</sup> date of proposed absence)    To: (last date of absence)	Total School Days

Decision following consideration of Application	
<p>I have considered your application for leave of absence based on the information provided and my decision is confirmed below:</p>	
<p> <b>Authorised Absence</b>    <input style="width: 40px; height: 20px;" type="checkbox"/>    Please tick as appropriate         </p> <p>On this occasion I am <u>able</u> to authorise the leave of absence as I feel that the reasons provided are exceptional. The absence will be recorded on the school register as authorised absence.</p> <p>Signed:</p> <p>Printed:</p> <p>Position</p>	<p> <b>Unauthorised Absence</b>    <input style="width: 40px; height: 20px;" type="checkbox"/>    Please tick as appropriate         </p> <p>On this occasion I am <u>unable</u> to authorise the leave of absence as I do not consider the reason provided to be exceptional. Should you go ahead with the proposed leave, the absence will be recorded as unauthorised on the school register.</p> <p>Signed:</p> <p>Printed:</p> <p>Position:</p>

From 19 August 2024, only 2 penalty notices can be issued to the same parent in respect of the same child within a 3 year rolling period and any 2<sup>nd</sup> notice in that period will be at a higher rate.

The first time a penalty notice is issued for unauthorised absence or general school absence the amount will be:

- £80 per child if paid within 21 days
- £160 per parent per child paid within 28 days
- The second time a penalty notice is issued for unauthorised absence the amount will be; £160 per parent within 28 days (there is no reduction for early payment this time)
- A penalty notice will not be issued for a third offence and the case will move to a court process directly. Prosecution can result in fines up to £2,500 and a criminal record.

<b>For School Use Only:</b> <b>A copy MUST be retained by the school</b>	Date Returned to Applicant:
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