

APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

As a parent or carer you are strongly urged to avoid leave of absence from school during term-time. Should this be absolutely unavoidable then you should fill in this form and return it to the school office.

Important information for Parents / Carers

The government implemented new legislation that came into effect from September 2013 which means that schools may only authorise leave of absence in **exceptional** circumstances. A parent or carer does not have any right to leave of absence during term time and if your request is refused or not deemed to be exceptional the absence will be recorded as unauthorised. From August 2024 unauthorised absence may result in legal action being taken or a Penalty Notice being issued by the Local Authority. A Penalty Notice involves a fine of £80, per child, per parent if paid within 21 days, rising to £160, per child, per parent if paid within 28 days. Should a parent or carer on whom a notice is served fail to pay the full amount of the fine within the specified time he/she will be liable to prosecution in a Magistrates Court where on conviction a sentence of a fine of up to £2,500 or up to three months in prison may be imposed. Penalty Notices may only be served in accordance with the terms of the County Council's local code of Conduct, a copy of which is retained by the school.

If you would like more information regarding this legislation, please ask the office for more information.

Absence Request Details

Name of Child		Class	
First day of absence		Last day of absence	
Please explain the exceptional circumstances that require a leave of absence during term time			
Signature of Parent/Carer		Date	
Name of Parent/Carer			
Office use only			
% Attendance		No. of school days absence requested	Authorised <input type="checkbox"/> Unauthorised <input type="checkbox"/>
Reason for decision			