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 Head Teacher of a school granting leave of absence for a pupil except where an ***application is made in advance*** and the Head Teacher considers there are ***exceptional circumstances*** relating to the request. If a Head Teacher authorises a leave of absence request, it will be their 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		Form/Year	
Address			
Dates Requested	From: (1st 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 any arrangements until you have confirmed with the 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	

For School Use Only	**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 the leave of absence and their relationship to the child		
Dates Requested	From: (1st date of proposed absence) To: (last date of absence)	Total School Days

Decision following consideration of Application	
I have considered your application for leave of absence based on the information provided and my decision is confirmed below:	
Authorised Absence Please tick as appropriate ☐ 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. Signed: _____ Printed: _____ Position: _____	**Unauthorised Absence** Please tick as appropriate ☐ 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. Signed: _____ Printed: _____ Position: _____

If the leave of absence has not been authorised by the Head Teacher the information will be submitted to the Education Inclusion Service who may issue a Penalty Notice or take other legal intervention if there are 10 or more consecutive or non-consecutive unauthorised absence sessions (5 days). From 19th 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. The penalty notices are as follows:

- 1st Penalty Notice - £160 per parent, per child, if paid within 28 days or £80 per parent, per child if paid within 21 days
- 2nd Penalty Notice - £160 per parent, per child if paid within 28 days, there is no reduction for early payment
- A Penalty notice will not be issued for a third offence, the case will move to a court process directly. Parents should be aware that prosecution can result in fines up to £2,500 and a criminal record

For School Use Only **A copy MUST be retained by the school**	Date Returned to Applicant: _____

September 2024