

Request for leave of absence in term time (Exceptional circumstances only)

Following amendments to the Education (Pupil Registration) (England) Regulations 2006, which came into effect on the 1st September 2013, schools cannot grant leave of absence from school unless there are exceptional circumstances.

In making a request for leave of absence from school in term time, you need to explain why the circumstances are exceptional. For example, why can't the activity be undertaken either at a weekend or within the normal school holiday periods? What amounts to exceptional circumstances is to be decided by the Headteacher. If you take your child out of school without permission, the absence will be recorded as unauthorised. This may result in a request being made to the Local Authority to issue a Fixed Penalty Notice or being prosecuted on return.

**This form should be submitted at least 5 working days before the start of the absence.
You are advised not to make any arrangements until your request has been considered.**

Name of child/children <i>(Provide date of birth for children in Reception)</i>		Class	
Siblings from another school	If you have also made a request for leave of absence for sibling(s) in another school, please write their name(s) and school below:		
Dates of requested absence	First date of requested leave:	Date returning to school:	Total number of school days' absence requested:
<i>Please turn over to complete further details</i>			

Please explain why you are applying for a leave of absence during term time. If you are requesting authorisation to attend a specific event, please confirm the date of the event and explain your travel arrangements. If you require additional space please continue on an extra sheet of paper and attach it to this form. **Please be aware that documentary evidence may be requested.**

Please delete as appropriate:

I (*am / am not*) the parent/carer with whom the child normally resides.
(If you indicate 'am not', your signature allows the school to seek consent from the parent/carer with whom the child does normally reside)

Please read before signing and submitting:

Should the request not be approved, but the leave still taken, the Headteacher will decide whether grounds are met to refer to the Local Authority for prosecution. Further information can be found in the relevant local Authority's Code of Conduct, available on their website. A Penalty Notice could be issued in lieu of a prosecution by the Local Authority on your return, incurring a fine of £80 if paid within 21 days, or £160 if paid within 28 days. If this is a second fine for the same child within any three-year period, this will be charged at the higher rate of £160. Fines per parent are capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered.

If the Penalty Notice is not paid, the Local Authority will consider prosecution proceedings under s.444(1) or 444(1A) Education Act 1996. If convicted, sanctions can include a fine of up to £2,500 and a prison sentence of up to three months, and you will have a criminal record.

Please note that Penalty Notices can be issued per parent, per child.

Signature:

Print name:

Date:

For school use only

Date received:

Child's attendance summary

Current academic year	%
Previous full academic year	%

Decision	Number of days which HAVE been authorised:	
	Number of days which have NOT been authorised:	
	Reason for decision (optional):	

Headteacher signature and date:

Date copied to parent making the request: