



'Committed to Achieving'

Chief Executive Officer and
Headteacher: Mrs Stephanie Baldwin
Deputy Headteacher: Mrs Lauren Blyth

APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

As a parent/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 prior to the absence.

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/carer does not have any right to leave of absence during term time and if your request is refused the absence will be recorded as unauthorised. This could result in legal action being taken or a Penalty Notice being issued by the Local Authority.

A Penalty Notice involves a fine of £60 per child per parent/carer if paid within 21 days. This rises to £120 per child per parent/carer if paid within 28 days. Should a parent/carer on whom a notice is served fail to pay the full amount of the fine within the specified time they 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.

Should leave of absence be taken after permission has been withheld then this will be recorded as unauthorised absence. This will appear both in the school register and in your child's report. Persistent unauthorised absence may result in the involvement of the Education Welfare Officer and possible legal proceedings as described above.

Stephanie Baldwin
Headteacher & Chief Executive Officer

I request that _____ (Name of Child) Class _____

Be granted leave of absence from: _____ (first day of absence) to: _____ (last day of absence)

Please explain the exceptional circumstances that require a leave of absence during term time giving as much detail as possible:

Print Name:

Signature of parent/carer(s):

Date: