

REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

As you may be aware, amendments to the Education (Pupil Registration) Regulations 2006 make it clear that Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances and that Head teachers should determine the number of days a child may be away from school if the leave is granted.

Our school attendance policy clearly states that should a leave of absence be taken without prior authorisation, a Penalty Notice may be issued by the Local Authority.

The Penalty Notice is a fine of £80 per parent, per child if paid within 21 days and £160 per parent, per child if paid after this date but within 28 days.

Failure to pay the Penalty Notice could result in the Local Authority starting legal proceedings against you for the offence of failing to ensure your child's regular attendance at school.

Name of Pupil	
Date of Birth	
Tutor Group/Year Group	
Address	
Contact Number	

I request permission for my child to be absent from school between: -

First Day of Absence	
Date of Return	
Total School Days	

Please fully explain the exceptional circumstances that you would like the head teacher to consider (continue of a separate sheet if necessary).

Declaration

I have read and understood the information about leave of absence during term time, unauthorised absence, and Penalty Notices. I am aware of the possible consequence should my child take a leave of absence without the prior authorisation of the Head Teacher.

Parents Signature_____ Date_____

Accepted/Rejected

Signed _____ Date_____