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Directorate for Children, Young People and Families

# Leave of Absence Request Form

***Please read the information on the reverse of this form before its completion***

I wish to apply for my child/children to take leave of absence during term time.

|  |  |
| --- | --- |
| School and year group | Child Name |
|  |  |
|  |  |
|  |  |
|  |  |

Leave of absence dates to be requested

|  |  |  |  |
| --- | --- | --- | --- |
| 1st date of leave |  | Last date of leave |  |

Number of school days missed

Reason for requesting leave of absence:

|  |
| --- |
|  |

|  |
| --- |
| Parent full name and address Parent DOB.:\_\_\_/\_\_\_/ \_\_\_ |
| Full name and address of parent /carer taking the child out of school  (if different to the above): |

**Signed** …**…………………………..Parent / Carer** \*Must have parental responsibility for named child/ren

Date of application ……./…..…/.…….

**If you go ahead with the leave of absence when unauthorised, you may receive a Penalty Notice issued by the Local Authority. The penalty will be £60 per child if paid within 21days; payment after this time but within 28days is £120**

**SCHOOL USE ONLY Date Application Received**

**Leave of Absence in Term Time**

1 The Anti-Social Behaviour Act (2003) provides the Local Authority, Schools and Academies the power to issue penalty notice fines for unauthorised leave of absence in term time.

2 No parent can demand leave of absence as a right.

3 Any request for leave of absence must be made in advance.

4 The request for leave of absence **should** be made by the parent /carer “with whom the child normally resides”. If this is the parent /carer who is not taking the child out of school / academy, the full name and address of the parent /carer who is taking the child out of school/academy **must** be provided on the form.

5 There is no requirement to authorise just because a request has been made.

The amendments under The Education (Pupil Registration) ( England) Regulations 2006 make it clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances\*.

\*See Code of Conduct /Guidance relating to Leave of Absence

6 The circumstances of each individual request for leave of absence will be taken into account on a case by case basis.

7 **The decision to approve / not approve the request is for the school / academy, not the Authority or the parent. Only schools / academies can authorise / not authorise absence**.

8 If important work has been missed by the pupil due to the parents making a request for leave of absence the parents should not expect special arrangements to be made by the school/ academy for that pupil to catch up that work.

**If you go ahead with the leave of absence when unauthorised, you may receive a Penalty Notice issued by the Local Authority. This penalty will be £60 per child if paid within 21days; payment after this time but within 28days is £120**

**Failure to pay a fixed Penalty Notice will render you liable to criminal proceedings in the Magistrates Court under Section 444(1) of the Education Act 1996.**