

Leave of Absence Request Form

This form should be completed and submitted to the school reception or student services before the start of the proposed leave of absence, with sufficient notice to allow the Principal to consider all exceptional circumstances and notify parents/carers of their decision. We may request further information or supporting documentation to support decision-making.

Applications not made in advance cannot be authorised.

Leave of absence for the purpose of holidays in term time will not be granted under any circumstances.

Leave of absence taken without permission may result in the issuing of a penalty notice by the Local Authority of £160 (reduced to £80 if paid within 21 days) per parent per child or prosecution in the magistrates' court.

Name of child(ren):	
Class/Form/College:	
Parent/Carer 1 Name:	
Address:	
Telephone number and email:	
Parent/Carer 2 Name:	
Address:	
Telephone number and email:	
Who is accompanying the child on this leave of absence?:	
Start date of proposed leave of absence:	
End date of proposed leave of absence:	
Destination:	
Contact name and number of family member who is not travelling with you:	
Reasons for requesting term time absence:	
Signature of Parent/Carer 1:	

Date:	
Signature of Parent/Carer 2:	
Date:	

Please note, with effect from 19th August 2024 the Government has made changes to penalty notice fines for school non attendance. As a school we are asked to inform you that, in line with the local authority, unauthorised absence may be subject to a penalty notice fine, per parent, per child of £160 if paid within 28 days, reduced to £80 if paid within 21 days for a first time absence.

If a second period of unauthorised absence occurs within a 3 year timescale, this is subject to a penalty notice fine, per parent, per child, of £160 to be paid within 28 days.

Failure to make payment of penalty notices issued may lead to court proceedings.

The third period of unauthorised leave of absence incurred within 3 years of the first penalty notice issued; a further penalty notice will **not** be issued. If suitable, the matter will be presented to the Magistrates' Court under S4441 Education Act 1996. Cases found guilty in the magistrates Court could result in a fine up to £1,000 per parent, per child, and will also hold a criminal record for failing to secure regular attendance.