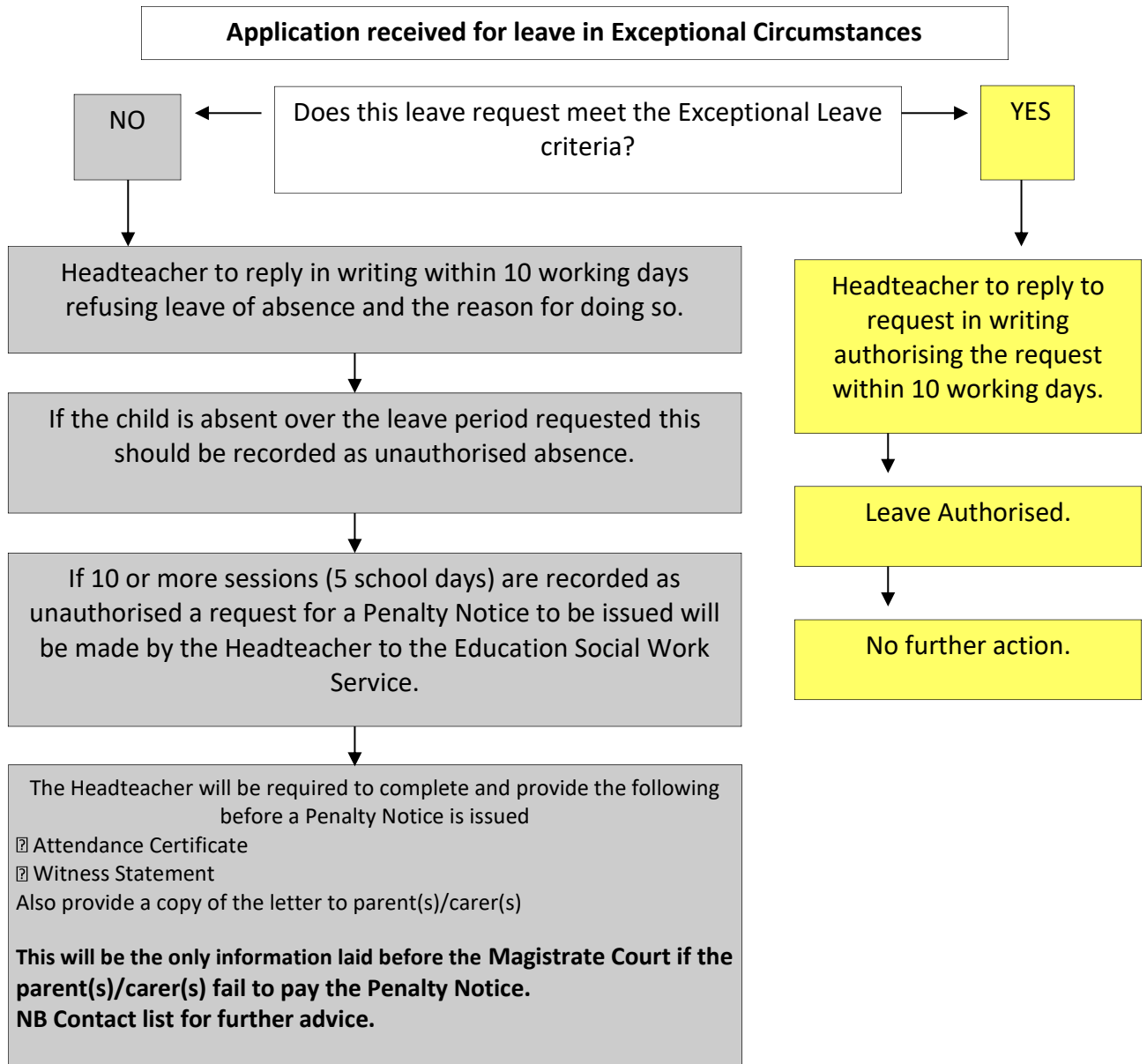# APPLICATION FOR LEAVE OF ABSENCE DURING SCHOOL TERM TIME

Parents/Guardians wishing to apply for their child to have leave from school should complete this form and return it to school as far in advance as possible and at least 4 weeks before the first date of their period of absence being requested.

Child's Name		Class	
Name of parent/guardian		Telephone No	

About the request for your child's leave of absence	Reason for taking leave in term time - **this must be in exceptional circumstances only.** *Please note that the ability to access a reduced cost of a holiday does not constitute an exceptional circumstance.*

Please tick which schools your child(ren) attend(s) and ensure that you send a copy of this form to each school

Infant School		Junior School	

Total number of school days absence		From		To	
Signature of Parent/Guardian				Date	

What the Law says about school attendance

*The law gives no entitlement to parents to take their child on holiday during term time. Headteachers would not be expected to class **any term time holiday as exceptional.** Therefore Headteachers will only be able to grant leave of absence in exceptional circumstances and this will still be at the discretion of the Headteacher.*

Where a child is taken out of school for the purpose of leave of absence in term time without permission of the school the absence will be coded as unauthorised and as such may result in a Penalty Notice. Penalties are applied by the Local Authority and as such are not at the discretion of the Headteacher. Parents must from 1st September 2024 pay (per child) £80 rising to £160 if not paid within 21 days. From the 2024 to 2025 school year, each parent will only get up to 2 fines for the same child in a 3-year period. If you get a second fine in 3 years it will be £160. If you do not pay the fine in 28 days you may be taken to court for keeping your child out of school. If your child is off school 3 or more times within the 3 years you will not be fined but may be taken to court.

Application received for leave in Exceptional Circumstances

Does this leave request meet the Exceptional Leave criteria?

NO

YES

Headteacher to reply in writing within 10 working days refusing leave of absence and the reason for doing so.

Headteacher to reply to request in writing authorising the request within 10 working days.

If the child is absent over the leave period requested this should be recorded as unauthorised absence.

Leave Authorised.

If 10 or more sessions (5 school days) are recorded as unauthorised a request for a Penalty Notice to be issued will be made by the Headteacher to the Education Social Work Service.

No further action.

The Headteacher will be required to complete and provide the following before a Penalty Notice is issued
☐ Attendance Certificate
☐ Witness Statement
Also provide a copy of the letter to parent(s)/carer(s)

This will be the only information laid before the Magistrate Court if the parent(s)/carer(s) fail to pay the Penalty Notice.
NB Contact list for further advice.

Leave of Absence in term time	(i) approved		School days	Attendance
	(ii) not approved		School days	%
Date of meeting (if necessary) with parents/guardians and outcome				
Headteacher's signature		Date		
Class teacher's signature		Date		
Date reply sent to parent Date Entered on SIMS				

For school use only