



## APPLICATION FOR LEAVE OF ABSENCE DURING SCHOOL TERM TIME

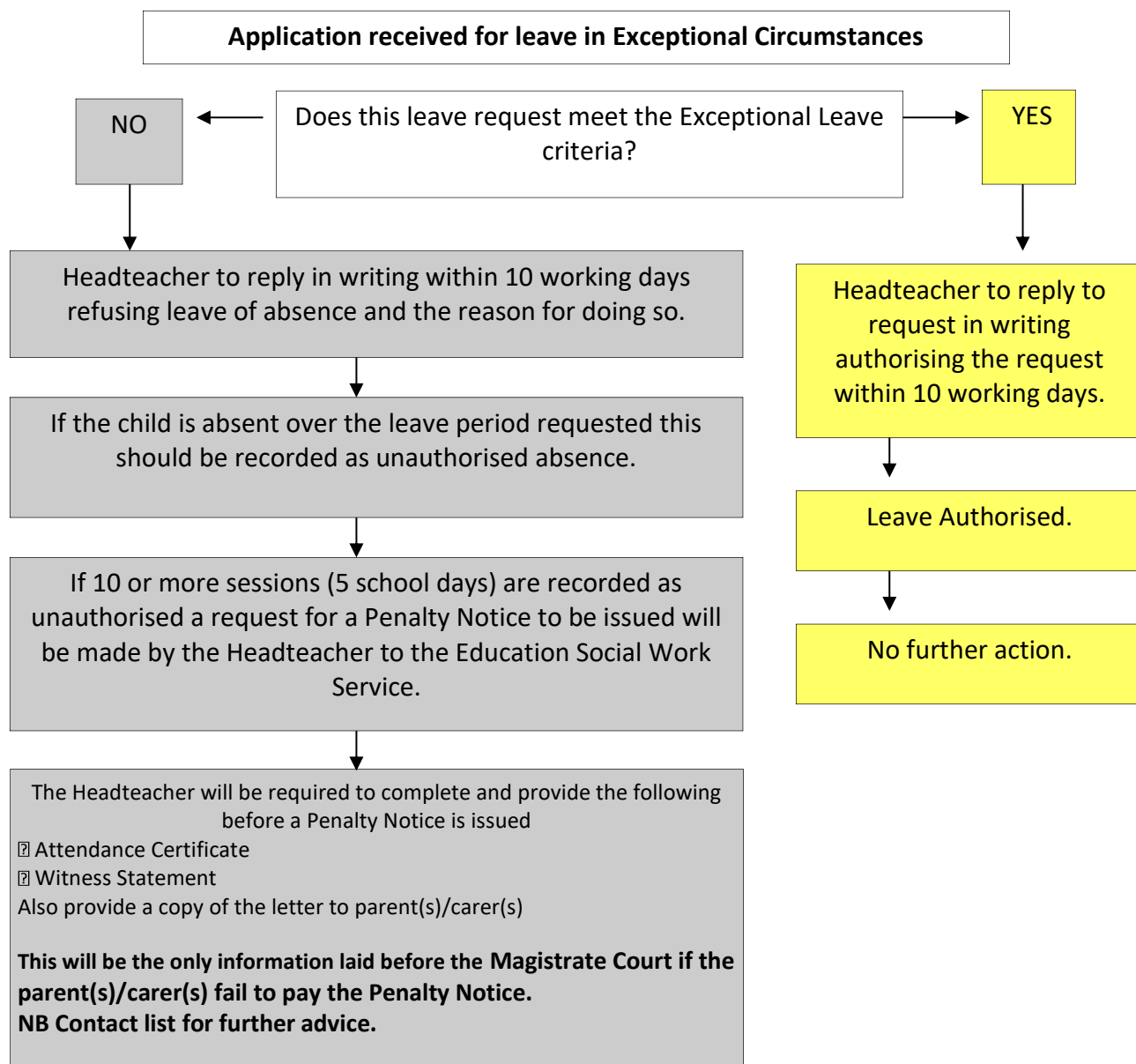
Parents/Guardians wishing to apply for their child to have leave from school should complete this form and return it to school as far in advance as possible and at least 4 weeks before the first date of their period of absence being requested.

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 - <b>this must be in exceptional circumstances only.</b>  <i>Please note that the ability to access a reduced cost of a holiday does not constitute an exceptional circumstance.</i>		
Please tick which schools your child(ren) attend(s) and ensure that you send a copy of this form to each school <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 2px 10px;">Infant School</div> <div style="border: 1px solid black; padding: 2px 10px;">Junior School</div> </div>			
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 1<sup>st</sup> 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.*



Leave of Absence in term time	(i) approved	<input type="text"/>	School days	Attendance
	(ii) not approved	<input type="text"/>	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 ScholarPack				

**For school use only**