



Application for Leave of Absence



The importance of regular school attendance

Regular attendance at school is vital to help children achieve and get the best possible start in life. Children who frequently miss school often fall behind. There is a strong link between good school attendance and achieving good results.

Your responsibilities as a parent

All children aged between 5 and 16 are required by law to receive an education, and it is the duty of parents and carers to ensure that they are supported to do so.

Holidays during term time

Schools are not allowed to authorise requests for children to be taken out of school for a holiday during term time. All holidays will be marked as unauthorised and could be subject to a **first** penalty notice of up to £80 if paid in 21 days, or £160 if paid in 28 days. If a **Second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In cases where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

Requests for leave can only be granted by schools if there are exceptional circumstances at the discretion of the headteacher, and **holidays are not considered exceptional**. Requests for leave must also be made to the school in advance, as the Department for Education has informed schools that they cannot authorise any absences after they have been taken.

If you would like to request authorised leave for your child for an exceptional circumstance, please complete the form below:

Child's Name	Class:
Date of Requested Leave:	Total Number of school days:

Signed: _____ Parent/Carer Date: _____

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Number of days requested for absence and reason given:	FPN previously issued this year: YES/NO
Attendance rate this school year to date:	Date application received:
Authorised: YES/NO/INPART	Reason if unauthorised:

Signed: _____ **Head of School / Executive Headteacher** Date: _____

This form will be returned to you indicating whether or not the absence has been authorised