

Application for Leave of Absence 2024 - 2025

(Please read the notes overleaf before completing this form)

The Education (Pupil Registration) (England) Regulations 2006 (Amended September 2013) state that Headteacher's may not grant any leave of absence during term-time

Pupil Details			
Pupil Name (in full):		Date of Birth:	
Address (inc Post Code):			
Pupil Name (in full):		Date of Birth:	
Address (inc Post Code):			
Parent/Guardian Details			
Parent 1 Name (inc title):		Date of Birth	
Relationship to Pupil:			
Address (inc Post Code):			
Parent 2 Name (inc title):		Date of Birth	
Relationship to Pupil:			
Address (inc Post Code):			
Reason for the Request:			
Other School Age Children in the Household:			
Pupil Name (in full):		Date of Birth:	
School Attending:		Relationship:	
Pupil Name (in full):		Date of Birth:	
School Attending:		Relationship:	
Details Of Absence			
First Day of Leave:		Last Day of Leave:	
Date to return to School:			
Adult accompanying Pupil:			
Signature of Parent:		Date:	
Head Teachers decision and reason for decision:			
Signature of Head Teacher:		Date:	

Notes for Parents
Application for Leave of Absence 2024 - 2025

Please complete the form overleaf and return it to the Head Teacher for any application for leave of absence for the academic year commencing 4th September 2024 to 22nd July 2025. The decision will be based on the Education (Pupil Registration England) Regulations 2006 (Amended September 2013). Head Teachers should determine the number of School days a child can be away from School if leave is granted and may make the decision following advice from the Local Authority.

Any absence which does not meet the criteria of being '*an exceptional circumstance*' will be marked as unauthorised absence and as such you may be at risk of receiving an Education Penalty Notice. Please be aware that both parents are at risk of receiving an Education Penalty Notice for each child of the family with a period of unauthorised absence from School in line with Section 23 of the Anti-Social Behaviour Act 2003.

If an Education Penalty Notice is issued, the penalty is £60 per parent per child when the payment is made within 21 days. If payment is made after 21 days but within 28 days, this will increase to £120 per parent per child. Failure to pay within 28 days will result in a summons to appear before the Magistrates Court on the grounds that you have failed to secure your child's regular attendance at School. If the case progresses to Court you may receive a fine of up to £1000.

The 2013 change to legislation states that it is important that every child attends School for as many of the 380 half day sessions of the School year as possible. It is the responsibility of parents to ensure that their children do not take unnecessary time off school.