

## REQUEST FOR LEAVE OF ABSENCE

Leave of absence should only be requested in exceptional circumstances

*The person completing this form must have parental responsibility for the pupil.*

I .....parent/guardian of ..... (child/children)

request for leave of absence from school during term time, for exceptional reasons.

First day of absence from school .....returning to school on.....

Number of days absence.....Reason for absence .....

.....  
The current law does not give any entitlement to parents to take their child out of school during term time. The Education (Pupil Registration) (England) (Amendment) Regulations 2013 prohibits Headteachers granting leave of absence to a pupil except where an application has been made in advance and the Headteacher considers that there are exceptional circumstances relating to the application.

Please note that if you do take your child out of school for this time, the absences will not be authorised and the Education Welfare Service may issue a penalty notice to each parent of £60 for each child to be paid within 21 days. If the penalty is not paid within the time scale the penalty will increase to £120. If the higher penalty is not paid within 28 days, the Education Welfare Service will then institute legal proceedings against you in the magistrate's court under Section 444 of the Education Act 1996 for failing to ensure your child attends school regularly.

Parent's signature ..... Date .....

Class(es) .....

Parents / Carers will be notified of the schools decision in writing  
Leave of absence will only be recognised if certified approval is given by the Headteacher

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Office Use Only (please insert dates)

Received.....

Attendance Code.....

Letter issued.....