



Errington Primary School Leave of Absence Form



The 2013 amendments to the 2006 regulations make it clear that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances and that Head Teachers should determine the number of school days a child can be away from school if the leave is granted.

The law does not grant parents an automatic right to take their child out of school for holidays during term time. You must apply for permission in advance.

When deciding whether to allow term time leave the school will consider the reason for the absence and whether it is deemed to be an exceptional circumstance.

Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

I wish to apply for

Name of child _____ Class _____

_____ Class _____

_____ Class _____

to be absent from school from _____ to _____ inclusive

My child/children will return to school on the following date: _____

Reason for request during term time:

Signature of Parent/Carer: _____ Date: _____

Please return this form to the school office no less than 4 weeks prior to the requested leave date

Please read the information on the reverse of this form relating to the absence procedure



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Please read- Important Information for Parents

Parents are required under the Education Act (1996) to ensure their child attends school regularly. There is no automatic right to take a child out of school during term time, but the law allows Head Teachers to consider individual requests to authorise a leave of absence in exceptional circumstances.

The Head Teacher must be satisfied that the exceptional circumstances justify an authorised absence and it is entirely the responsibility of the parent submitting the request to provide sufficient information and evidence in order to establish this fact. The request for an authorised leave of absence must be made 4 weeks in advance and the Head Teacher may invite the parent into school to discuss the request before a decision is made.

If the circumstances relating to this request are considered exceptional and the absence is authorised by the Head Teacher, the expectation is that the child's attendance will be of a satisfactory level both prior to and after the date covered by the request.

If the request for leave of absence is refused and the absence is recorded as unauthorised, the Head Teacher may refer the matter to the Local Authority requesting a Penalty Notice be issued against you.

A Penalty Notice is **£80** if paid within 21 days of receipt, rising to **£160** if the notice is paid after 21 days but within 28 days. If the penalty is not paid in full by the end of the 28 days period, the Local Authority may prosecute for the offence to which the notice applies.

Any second penalty notice issued to the same parent for the same child in a rolling 3-year period, the charge will be at a higher rate of **£160** with no option for this second offence to be discharged at the lower amount of £80.

A national limit of 2 penalty notices can be issued to a parent for the same child within a rolling 3-year period so at the 3rd (or subsequent) offence(s) the Local Authority will investigate legal interventions such as prosecution.

Where there is more than one child, each parent may be issued with a Penalty Notice in respect of each child.

Office Use Only

Pupil's attendance for previous 12 months		
Is this deemed exceptional?	Yes	No
Authorised	Yes	No
Approved eg. sport, music etc	Yes	
Unauthorised but no referral to Local Authority made	Yes	
Signed:Mrs S Rule, Head Teacher. Date:		
Additional comments:		