

## APPLICATION FOR LEAVE OF ABSENCE

As parents, you have the legal responsibility to ensure your child's regular attendance at school. Applications for leave of absence will only be granted in exceptional circumstances and the number of days given determined by the Headteacher.

If you wish to apply for a leave of absence for your child in term time, you will need to complete this form and return it to the school office no later than 14 days before the requested date.

Any leave of absence during term time which is not applied for or agreed to by the school will be recorded as unauthorised and will be referred to the Local Authority.

Name of Child:	Class:	
I am applying for leave of absence for my child from / to:	From: .....	To: .....
Number of school days that will be missed:		
Full names of Parent and/or Carers:		
Home address of Parent and/or Carers:		
<b>This leave cannot be taken during the school holidays because:</b>		
I have requested leave of absence previously this academic year:	YES / NO	
I have requested leave of absence last academic year:	YES / NO	
I also have children at (please name school/s):		
Parent/Carer signature:		
Date of request:		
<b>OFFICE USE</b>		
Having considered your request carefully, my decision is	Authorised / Unauthorised	
Signed:		
Date:		

### TRUANCY PENALTY NOTICES

Unauthorised absence and persistent lateness may result in the issue of a Truancy Penalty Notice to each parent/carer, for each child for the period of absence from school.

Unauthorised absence will be referred to the Local Authority which may result in a Truancy Penalty Notice (TPN) being issued or Prosecution under Section 444 Education Act for failure to secure regular attendance at school.

The Penalty Notice is £60 per pupil, per parent/carer if paid within 21 days, rising to £120 per pupil, per parent/carer if paid within 28 days.

Please note there is no provision for payment of the penalty notice in instalments.