



APPLICATION FOR LEAVE REQUEST FORM

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

As a parent or carer you are strongly urged to avoid leave of absence from school during term time. Should this be absolutely unavoidable please discuss this with the Headteacher before completing this form. When completed return it to the School Office prior to the absence.

The government implemented new legislation that came into effect from September 2013 which means that Schools may only authorise leave of absence in exceptional circumstances. A parent or carer does not have any right to leave of absence during term time and if your request is refused the absence will be recorded as unauthorised. As a School we expect attendance at to be 100%, unless there are exceptional or unavoidable reasons for absence. Taking leave of absence during term time could result in legal action being taken or a Penalty Notice being issued by the Local Authority.

If unauthorised absences are recorded, a Penalty Notice Fine can be issued by the Local Authority to each parent/carers in respect of each child who is absent from school. If this is your first penalty notice, then the amount of the penalty is £80 if paid within 21 days or £160 if paid within 22 to 28 days. If this is your second penalty notice since 19th August 2024, then the amount of the penalty is £160. Failure to pay will result in legal proceedings being initiated under Section 444 of the Education Act 1996. Please note if 2 Penalty Notices have been issued to a named parent in relation to the same child since the 19th August 2024 (over a 3-year period), then prosecution in relation to Section 444 Education Act 1996, may be considered as an alternative to a Penalty Notice fine being issued. See graph for example;

← Three-Year Period →		
First Term Time Leave 10 sessions (5 days) or more.	Second Term Time Leave 10 sessions (5 days) or more.	Third Term Time Leave 10 sessions (5 days) or more.
£80 for each child per parent.	£160 for each child per parent.	Prosecution.
E.g. if two parents take 3 children away, the fine would be $£80 \times 3 = £240$ per parent. The total would be £480. If you pay after 21 days it rises to £960. If you don't pay after 28 days = a prosecution.	E.g. if two parents take 3 children away, the fine would be $£160 \times 3 = £480$ per parent. The total would be £960. If you don't pay after 28 days = a prosecution.	

Should a child be absent for term time leave for an extended period during term time (20 days or more) not authorised by the school, prosecution in relation to Section 444 Education Act 1996, may also be considered.

Should leave of absence be taken after permission has been withheld then this will be recorded as unauthorised absence. This will appear both in the school register and in your child's report. Persistent unauthorised absence may result in the involvement of the Education Welfare Office and possible legal proceedings.

NB The word 'parent' for the purposes of attendance includes anyone who lives with the child and has day to day care of that child. This in addition to legal guardians and those with parenting responsibility.

Child's Name _____ Class _____

I request that my child be granted exceptional leave of absence from Abbots Ripton C of E Primary School
From _____ to _____ (inclusive dates)

Please give full details of the reason for your request to take your child out of school during term time:

Signature of Parent / Carer _____ Date _____

Application for exceptional leave of absence (School to complete)

Date Received:

Date of discussion between parents and Headteacher:

Current Attendance % Last Year's Attendance %

Exceptional Reason Accepted Yes / No

If you still intend to take holiday, please know that this absence has been authorised / unauthorised

Comments _____

Signed _____ Headteacher (on behalf of the Governors)