



APPLICATION FOR LEAVE OF ABSENCE

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.

A Penalty Notice involves a fine of £60, per child, per parent/carer if paid within 21 days, rising to £120, per child, per parent/carer if paid within 28 days. Should a parent or carer on whom a notice is served fails to pay the full amount of the fine within the specified time he/she will be liable to prosecution in a Magistrates court where on conviction a sentence of a fine of up to £2,500 or up to three months in prison may be imposed. Penalty Notices may only be served in accordance with the terms of the County Council's local code of Conduct, a copy of which is retained by the school.

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.

Child's Name _____ Class _____

I request that my child be granted leave of absence from Abbots Ripton CofE 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 Leave of Absence (School to complete)

Child's Name _____ Class _____

Date of discussion between parents and Headteacher:

The dates requested above are authorised.

The dates requested above are unauthorised.

Comments _____

Signed _____ Headteacher (on behalf of the Governors)