



# Request For Leave of Absence

Following new Government guidelines that came into force on the 1<sup>st</sup> of September 2013, all schools have been advised not to authorise any holiday in term time and *should* issue parents with a Penalty Notice

*“Parents/carers commit an offence if a child doesn’t attend school regularly and the absence is not agreed by the school (unauthorised). In some cases unauthorised absence may result in prosecution under Section 444 of the Education Act 1996. The Anti-Social Behaviour Act 2003 introduced Penalty Notices as an alternative to prosecution. A Penalty Notice does not require a court appearance, but still aims to improve attendance, this maybe a fine of £60 if payment is made within 21 days. £120 if paid after this but within 28 days.” (www.gov.uk)*

Every effort should be made to arrange medical appointments outside school hours.

## Proposed Dates of Absence:

**Child’s Name:** \_\_\_\_\_ **Class:** \_\_\_\_\_

**First Day of Absence:** \_\_\_\_\_ **No. of Days/ Hours:** \_\_\_\_\_

**Date Returning to School:** \_\_\_\_\_

I request permission from the Principal, Mrs Tracy French for my child to be granted Leave of Absence for the above dates.

**Please give details and reasons for the proposed absence:**

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**Signature of**

**Parent/Guardian:**

**Date:**

Name of Parent/Guardian:  
in BLOCK LETTERS

*When a pupil is absent for any period, he or she may miss essential elements of their learning programme.*

## APPLICATION FOR LEAVE OF ABSENCE

To: \_\_\_\_\_

Leave of absence has/has not been granted to \_\_\_\_\_ **Class:** \_\_\_\_\_

**Date From:** \_\_\_\_\_

**To:** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Principal**

\_\_\_\_\_  
**Date**