

**REQUEST FOR LEAVE OF ABSENCE IN TERM TIME (in exceptional circumstances)**

**PLEASE READ AND COMPLETE BOTH SIDES OF THIS FORM.**

*Please return this form completed to the School Attendance Team at least 4 weeks prior to proposed absence. Please supply copies of any documents that will support your request. We regret that any leave of absence which has not been requested or authorised in advance will result in a fixed penalty notice being issued.*

**Student's full name:** ..... **Tutor Group:** .....

**Parent/Guardian 1 Name** ..... **Address**.....

**Parent/Guardian 2 Name**..... **Address**.....

**Destination:** ..... **Number of school days to be missed:** .....

**First date of absence:** ..... **Returning to school on:** .....

**Have you ever applied for leave of absence before including previous schools: Yes / No**

**Cross placement checks**

*Please be advised that checks are made in cases where your child has moved between schools/areas.*

**Permission for a leave of absence during term-time must be requested at least 4 weeks in advance of booking. Where a student's attendance is already below 97%, permission is unlikely to be given.**

**Each application is reviewed individually by the Headteacher, taking into considering the following factors:**

- The reason for your request for the leave of absence and whether there are exceptional circumstances.
- The number of days your child will be absent from school.
- If previous requests have been made / taken.

**You will receive a fixed penalty notice on your return if:**

- Parents/Guardians have not sought permission from the Headteacher before taking their child out of school for a leave of absence in term-time.
- If the Headteacher has refused the request but the absence occurs anyway.

**Your child is at risk of losing their school place if:**

- They have not returned to school by the agreed date.
- School places will not be kept open indefinitely.

**Legal Obligations**

Parents/Guardians have a legal obligation to ensure their children attend school regularly and arrive on time for their lessons. All schools must follow the National Guidance regarding unauthorised absences.

We understand that various factors may occasionally impact your child's ability to attend school, such as illness or family emergencies. In such cases, please communicate with the Attendance Team promptly to allow for them to provide appropriate support and guidance.

**Fixed penalty fines effective 1 September 2024 will be issued per parent/guardian per child.**

**1st Offence: £80 fine** will be issued and would need to be paid within 21 days

If payment is not received within 21 days, the fine will increase to **£160** and must be paid within 7 days.

Failure to pay the fine of £160 will result in prosecution in the Magistrates' Court.

**2nd Offence within 3 years: £160 fine** will be issued and would need to be paid within 21 days. Failure to pay the fine of £160 within 21 days will result in prosecution in the Magistrates' Court.

**3rd Offence within 3 years:** Where a parent is identified to be fined on a 3rd occasion within a 3-year period, these cases will be referred straight to the Magistrates' Court for prosecution.

**Reason for absence request - Please provide full details (attach supporting documents)**

**Date of application .....**

**Parent/Guardian Name..... Signature.....**

**FOR OFFICE USE ONLY -**

Date received	
Current level of attendance	
Exam period Y/N	
Any previous request for LOA (dates)	
Authorised/Declined	AUTHORISED      DECLINED      (please highlight)
Authorised/decline letter issued	

**Decision Notes**