



Application for Leave of Absence from School during term time

The application should not be made more than 8 weeks, and not less than 2 weeks, prior to the first day of absence.

Leave of absence may only be granted by a person authorised in that behalf by the proprietor of the school. Taking your child out of school during term time could be detrimental to their educational progress. **THERE IS NO ENTITLEMENT** to parents / carers to take a child out of school during term time, however you may apply to the school for leave of absence in exceptional circumstances. Agreement to each request is at the discretion of the Headteacher, acting on behalf of the Governing Board (Pupil Registration Regulations 2006); the parent does not decide if the criteria for an exceptional circumstance has been met. If the absence is not authorised and the leave is taken, the matter will be referred to the Local Authority who may issue a Penalty Notice for £160 (or £80 if paid within 21 days) to each parent / carer for each child taken out of school. Failure to submit a leave of absence request will also result in the absence being unauthorised and a referral to the local authority who may again issues a Penalty Notice as above. Please note: If you have previously received a Penalty Notice for an offence of failing to ensure regular school attendance or been the subject of a prosecution for any child in relation to irregular school attendance, you may **not be given the opportunity to pay a further Penalty Notice; your case may proceed directly to court.**

Please be aware that, if your application relates to leave which you plan to take after 1 September 2024, your child's absence will be considered under the Department for Education's (DfE's) new National Framework for Penalty Notices, which includes increased fine levels and limits on the number of fines which local authorities may issue to parents in response to school attendance concerns

[Our School Attendance and Punctuality Policy \(on our website\) should be referred to for more details.](#)

Dear Headteacher,

I would like to request permission for leave of absence for my child for the reasons detailed below

Child's Full Name		Date of Birth	
Year Group		Class	
Child's Full Address and Postcode			

First date of absence		Last date of absence	
Date of return to school		Number of school days absent	

Where leave of absence requested is for half a day, will your child require a school dinner?	YES		NO	
Reason for request (please give full details, further details can be attached to this form).				
Where applicable, please provide evidence to support your application. Applications that do not provide specific details or supporting evidence will not be considered and returned as unauthorised.				

Name of person making request		Relationship to child	
Current email of parent making the request			
Full Address and postcode of parent making the request			

If child above does not reside with you, does the resident parent agree with this application?	YES		NO		N/A	
If the child resides with you but another parent resides elsewhere, do they agree with/support this application?	YES		NO		N/A	
Full name, email address and phone number of any other parent who has not made the request	Email		Phone Number			
Address:						

Signature of Parent / Carer making this application		Date of application	
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If you have a child/children at another school, please detail names and which school(s) they attend below:

Child's full name:		School:	
Child's full name:		School:	

Sunnymede Primary School - Leave of Absence from Response to Parent

For School Office Use only			
Complete the below, keeping the originals, but returning copies of both the application and outcome of the application together with the appropriate letter on Infolink. This information should be via email, separately to both parent/.carers/those with parental responsibility, ensuring contact information etc. is accurate.			

Child's Forename and Surname			
Child's Date of Birth		Year Group	Class

Dear	Parents / carers Title, Forename and Surname	
	Parents / carers Title, Forename and Surname	

Date application received						
Percentage Attendance Year to date						
Number of Sessions absence this academic year	Authorised	Unauthorised	Total			
Have the family of this child been issued with a Penalty Notice in the previous 12 calendar months, if yes please state how many.	YES		NO		Total in last 12 months	

Your application for leave of absence as detailed above has been:

Authorised (no. of sessions authorised)		Unauthorised (no. of sessions unauthorised)	
This is for the reason stated below.			
Exceptional circumstances DO NOT apply			
The leave of absence request meets the threshold meets the threshold for exceptional circumstances			
Additional information (if appropriate)			

Head Teacher Name	Ronnie Branch	Head Teacher Signature		Date	
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Date of email response to parent / carer	
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Updated September 2024

