

REQUEST FOR LEAVE OF ABSENCE – DURING TERM TIME

Education (Pupil Registration) (England) Regulations 2006

Education (Pupil Registration) (England) (Amendment) Regulations 2013

The 2013 amendment to the 2006 regulations explain clearly that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head Teachers should also determine the number of school days a child can be away from school if leave is granted.

Name of Pupil	
Date of Birth	
Address	
Tutor/Year Group	
Contact Numbers	

I request permission for my child to be granted leave of absence from school between:-

First Day of Absence	
Date of Return	
Total School days	

Please fully explain the **exceptional circumstances** relating to the leave of absence you would like the Head Teacher to consider. (Continue on a separate sheet if necessary).



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I/we have read and understand the information regarding leave of absence during term time, unauthorised absence, and Penalty Notices. I/we are aware of the possible consequences should I take my child on leave of absence without prior authorisation of the Head Teacher.

Signature.....(Parent/Carer) Date.....

Signature.....(Parent/Carer) Date.....

Important Information for Parents/Carers

You should be aware that as from the 1st September 2013, Headteachers shall not grant a request for a leave of absence unless an application has been made in advance to the school and, when such a request is made any leave can only be authorised if there are exceptional circumstances relating to that application.

You should be aware that failure to secure your child's regular attendance at school can amount to offence contrary to s444 (1) of the Education Act 1996. In accordance with current guidance, this period of absence is capable of triggering a referral to the Local Authority Education Welfare Team for a Penalty Notice. Should a referral be made and the Local Authority decide to issue a Penalty Notice, then: you will be required to pay:

For a first offence, the Penalty Notice will be £80 per parent per child if paid within 21 days rising to £160 if paid after the 21 days – it must be paid within 28 days. For a second offence, the amount is £160 per parent per child to be paid within 28 days.

Please note that a third penalty notice cannot be issued to the same parent for the same child within three years of the date of issue of the first. Prosecution / other interventions will be considered (you should also be aware that a Penalty Notice can be issued individually to each parent in respect of a child) failure to pay may result in prosecution before your local Magistrates Court.

Where there is more than one child, each parent may be issued with a Penalty Notice in respect of each child.

Research suggests that children who are absent from School may never catch up on the learning they have missed, which may ultimately affect exam and test results. As a parent/carers, you can demonstrate your commitment to your child's education by not allowing your child to miss school for anything other than an exceptional and unavoidable reason.