



## Application for Leave of Absence in Term Time (Exceptional Circumstances)

By law, you must ask permission for your child to miss school. If you don't, you risk receiving a penalty notice\*. The school may only authorise leave of absence in exceptional circumstances. If you would like to apply for permission for your child to be absent from school you must complete this form and return it to the school for authorisation, at least 10 school days in advance of the proposed leave. (It is recognised that there may be exceptional circumstances which arise suddenly when you need to request leave, such as when there is a family bereavement. In such cases, the request form may be submitted within 10 days of the proposed leave.)

**Dear Headteacher**

**Date**.....

I request an absence for: Name.....

Class/Form..... From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Total school days..... My child will return to school on.....

Reason for absence including a full explanation

The exceptional circumstances are...

Signed.....Parent/Carer Name.....

### School information to be completed

Current Attendance \_\_\_\_\_% Last year's attendance \_\_\_\_\_% Concerns YES/NO

Any previous request YES/NO Is the cluster AIO involved? YES/NO

Is the requested absence during exams YES/NO

Agreed/Refused: Reason for refusal:.....

Comments/Recommendation/Attendance code to be used.....

Authorised YES/NO

Signed:

Headteacher

Date:

*\*Payment of a Penalty Notice, if paid within 21 days, is £60.00. If you do not pay within 21 days, the fine is increased to £120.00 and you have a further 7 days to make this payment in full. Non-payment of a Penalty Notice within the total 28 day period could result in the commencement of criminal proceedings in the Magistrates Court under section 444 of the Education Act 1996.*