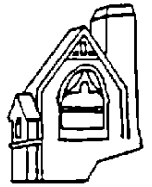




LIONEL WALDEN PRIMARY SCHOOL



Headteacher - Mrs Sally-Anne Barnard-Taylor

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APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

As a parent or carer you are strongly urged to avoid leave of absence from school during term time. Should this be absolutely unavoidable, you should complete this form and return it to the School Office prior to the absence.

The Government implemented new legislation that came into effect from September 2013 which means that schools may only authorise leave of absence in **exceptional** circumstances. A parent or carer does not have any right to leave of absence during term time and, if your request is refused, the absence will be recorded as unauthorised. This could result in legal action being taken or a Penalty Notice being issued by the Local Authority.

A Penalty Notice involves a fine of £60 per child, per parent/carer, if paid within 21 days, rising to £120 per child, per parent/carer if paid between 21 - 28 days. Should a parent or carer on whom a notice is served fail to pay the full amount of the fine within the specified time, he/she will be liable for prosecution in a Magistrates Court where, on conviction, a fine of up to £2,500 or up to three months in prison may be imposed. Penalty Notices may only be served with the terms of the County Council's local Code of Conduct, a copy of which is retained by the school.

Should leave of absence be taken after permission has been withheld, then this will be recorded as unauthorised absence. This will appear both in the school register and in your child's report. Persistent unauthorised absence may result in the involvement of the Local Authority Attendance Officer and possible legal proceedings.

I request that (Name of Child) Year

be granted leave of absence from (first day of absence) to (last day of absence).

Please explain the exceptional circumstances that require a leave of absence during term time (use a separate sheet, if necessary):

Signature of Parent/Carer

Date

Please Print Name

Approved/Not Approved (Headteacher)

Date



For School Use Only

The school has considered your request for leave of absence and your child's absences will be recorded as follows:-

Number of Authorised Sessions (for this absence):

Number of Unauthorised Sessions (for this absence):

Number of Unauthorised Sessions to date:

Signed:

Position:

Date:

Original signed and completed forms to be retained with pupil's records.

Copy should be returned to the parent/carer of the pupil to confirm authorised or unauthorised absence ***prior to the intended absence period.***

