



APPLICATION FORM FOR CHILD'S LEAVE OF ABSENCE **DURING TERM TIME**

Overleaf is an application form for you to request permission for your child to be absent from school during term time. Please ensure you read the following guidance carefully before completing and submitting your leave of absence of application form to the school office.

- The law states that you do not have the right to take your child out of school for holidays during term time. The Local Education Authority works with schools to reduce the numbers of children missing school because of holidays taken in term time and schools can refuse your request to take your child out of school.
- If you wish to take your child out of school due to medical circumstances, we will ask for evidence of this in the form of confirmation from the hospital / GP's surgery.
- If you wish to take your child on holiday during term time, you must apply for permission in writing using this form. Unless there are very exceptional circumstances, then holidays during term time will be '**unauthorised**' by the Head of School.
- There are certain times of the year when a child may experience problems because of missing school. These include examination periods and at the start of the new school year. In deciding whether to authorise your child's absence and give permission for a holiday in term time, the school will take these and other factors into account.
- If the school refuses your application and you still take your child out of school, the absence will be treated as **unauthorised**. Unauthorised absences may lead to the issue of a Fixed Penalty Notice, or a Summons being issued against you for irregular school attendance.
- Having read these notes and the poster attached, if you still wish to apply for a leave of absence for your child during term time, please complete the application overleaf. This form should be returned to the school office as far in advance of the proposed absence as possible.



APPLICATION FORM FOR CHILD'S LEAVE OF ABSENCE DURING TERM TIME

Child/Children's names and class teacher's names:

Home Address:

Postcode:

I wish to apply for my child/children to be absent from school during the following dates:

Date of last day of school:

Date of return to school:

Reason for absence from school:

I wish to make an application for my child/children named above to have authorised absence from school for the reasons stated above. I understand that if this is not agreed, then any absences will be treated as unauthorised and may lead to the issue of a Penalty Notice or Summons for irregular school attendance.

Name of Parent/Carer making application:

Signed:

Date:

HEAD OF SCHOOL TO COMPLETE:

Current attendance %

For the reasons stated above this leave of absence will be

Authorised

Unauthorised

Signed

Date



ATTENDANCE GUIDANCE EXPLAINED

1

Irregular attendance

10 → IN → **10**

If your child is absent for 10 or more sessions in 10 weeks and their absence is unauthorised, the school must consider reporting this to the Local Authority.

1 day = 2 sessions
morning = 1 session
afternoon = 1 session

2

If you are a single parent family...

If you are a single parent family with **ONE** child and go on holiday for one week, your holiday will **NOT** be authorised. Your child will be missing 5 school days (10 sessions) and the Local Authority will issue a Fixed Penalty Notice (FPN), £160 reducing to £80 if paid within 21 days

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For a family of two parents



For a family of two parents **EACH PARENT** will receive an FPN for **EACH** of your children, It does not matter if the parents are together or separated. **£960 TOTAL** for a family of 3 children.

Each parent will be fined for the child's absence. It does NOT matter if the parents are together or separated.

This will be reduced if you pay within 21 days.



Scan the QR code to take you to the new government guidelines

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A £160 FPN will be issued to EACH PARENT for EACH child.

The school does not receive this money.



The fine is reduced to £240 if paid within 21 days.

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If within 3 years, your child has had a 2nd or 3rd leave of absence, or irregular attendance is noted...

2nd time ...
1 child = £320 per parent.
If you have 3 children this would be a total of £960 PER PARENT.

3rd time...
No further FPNs will be issued. The Local Authority will now take you to court. Fines of **£2500 PER CHILD** can be imposed on **EACH PARENT**.
1 parent & 3 children = **£7500**.
2 parents & 3 children = **£15,000**.

There are no discounts for prompt payment of court fines. Further Court actions may follow.