



## APPLICATION FOR EXCEPTIONAL LEAVE OF ABSENCE

Parents should refer to the school's attendance policy before requesting leave of absence. By requesting permission for our child to be excused from school, you are agreeing to abide by the decision of the Head Teacher. You must provide relevant information and not make travel plans before receiving permission. **If your request is not agreed, your child must attend school, or you may be liable to a fixed-penalty notice.** In some circumstances, you may be jeopardising your child's place at the school.

**Absence from school is governed by the Education (Pupil Registration) (England) Regulations 2006, and as amended, 2010 and 2013.**

I/We request leave of absence for ..... class .....

From ..... to .....

**Reason for request:**

**Signature of Parent/Carer** ..... **Date:** .....

**Signature of Parent/Carer** ..... **Date:** .....

Dear .....

☐ Your application for exceptional leave has been accepted.

☐ I have carefully considered your application and am not able to authorise the absence, however on this occasion only, we will not issue a fine.

.....  
**Miss L. Oliver**

**Date** .....

## **Fixed-penalty Notices for Holidays in Term-Time**

You should be aware that parents are liable to receive fixed-penalty notices from the Local Authority if they take their children out of school to go on holiday.

If there are special circumstances involved, you must seek authorisation from the Head teacher by completing the *Application for Special Leave of Absence Form* available from the school office. In considering whether to grant requests for term-time leave, the following points will be considered:

- ◆ the circumstances involved
- ◆ the time and length of the proposed leave
- ◆ the child's record of attendance
- ◆ any previous leave of absence requested in respect of the child
- ◆ if it is close to exams or tests (Reading Test in Yr 1 or SATs in Years 2, 6).

If your child is taken out of school without permission, or where permission has been refused, the absences will be marked as unauthorised and each parent will receive a separate Penalty Notice for each child taken out of school, under the Education (Penalty Notices) (England) Regulations 2004.

Fixed-penalty Notices require payment to the sum of £120, reduced to £60 if paid within 28 days. Failure to pay within 42 days will lead to prosecution in a Magistrates' Court. There is no right of appeal against a Fixed-penalty Notice

Parents should rest assured that each application is treated sympathetically and on its merits and that any decision not to authorise leave of absence is based on professional assessment. It is hoped that you will give your support and co-operation on the matter of term-time holidays and by working together, the matter of fixed-penalty notices should not need to arise.