FENSTANTON & HILTON PRIMARY SCHOOL

**REQUEST FOR LEAVE OF ABSENCE**

***IF YOUR REQUEST IS FOR A HOLIDAY YOU MUST MAKE AN APPT WITH THE HEADTEACHER***

Research shows that even low-levels of term time absence have an impact on children’s social and academic welfare. For this reason new regulations were introduced in September 2013 regarding parental applications for leave of absence. New legislation states that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted. If leave of absence for exceptional circumstances has been denied and you take the child out of school, you may be subject to a Penalty Notice or face prosecution in court.

If leave is 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. A Penalty Notice involves a fine of £60 **per parent, per child** if paid within 21 days. This rises to £120 **per parent, per child** if paid within 28 days. Should a parent/carer, on whom a Penalty Notice is served, fail to pay the full amount of the fine within the specified time, he/she will be liable to prosecution in a Magistrates’ Court where, on conviction, a fine of up to £2,500 and/or a sentence of up to three months in prison may be imposed.

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| **LEAVE OF ABSENCE REQUEST - to be completed by the Parent/Carer** |
| CHILD’S NAME |  | CHILD’S CLASS & YR |  |
| DATE FROM |  | DATE TO |  | NO. SCHOOL DAYS REQ’D |  |
| **REASON FOR APPLICATION**Please give details below of why you need to apply for leave of absence for your child (please use separate forms for each child) |
| I understand that leave of absence will only be granted in **exceptional** circumstances. Should this not be authorised and if I take my child/children out of school without authorisation, I am aware that I may be liable to a Penalty Notice, as stated above. **Absence will not be authorised without your signature.**Signature of parent/carer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship to child\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| If the leave of absence request is for a holiday, **you will** need to make an appointment to speak to the Head teacher. |
| Appointment booked with Head teacher? | Yes / No | Date of appt |  |
| **HEADTEACHER’S RESPONSE to be completed by the Headteacher** |
| AUTHORISED |  | UNAUTHORISED |  | CODE |  |
| Signature of Headteacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**B - Educated off site C - Other Authorised Absence G - Family Holiday Not Authorised**

**M - Medical O - Unauthorised Absence P - Approved Sporting Activity**

**R - Religious Observance V - Educational Visit or Trip**

***THIS FORM WILL BE RETURNED TO YOU WHEN THE HEADTEACHER’S RESPONSE HAS BEEN MADE.***

***For School Office Use ONLY:***

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| ***Office Received & Coded*** | ***With HT*** | ***HT returned to Office*** | ***Copy sent home & Logged*** |
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