



The Education (Pupil Registration) Regulations 2006, as amended 2013

## REQUEST FOR LEAVE OF ABSENCE FORM.

I wish to apply for (*child name*):

Class:

To be authorised as being absent from school from: \_\_\_\_\_ am to \_\_\_\_\_ pm  
(*inclusive dates*)

The exceptional reason why the absence needs to be taken in term time is: (*continue on separate sheet if necessary*)

Please list below any siblings and schools they attend:

Signature:  
(*parent/carer*)

Print Name:

Date:

**NB:** Amendments to the 2006 regulations (2013) make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Parents do not have the automatic right to withdraw pupils from school and, in law, have to apply for permission in advance. The school will always want to discuss this with you personally.

Please complete this form and return it to the school office. You are advised not to make any arrangements until your request has been considered by the school.

**This school will not authorise the request for absence from school if your child's attendance is below 95%.**

Any absence which has not been agreed in advance by the Headteacher is marked as '**Unauthorised Absence**' and may result in a **Penalty Notice** being issued (see back of form for details of this)

### SCHOOL USE ONLY

Specify dates unauthorised: .....	Specify dates authorised:.....
Headteacher comment:.....	.....
.....	.....
Signature of Headteacher:.....	Date:.....
A personal discussion with you is requested <b>Y/N</b>	Please contact: .....
Last academic year attendance: .....	Current school attendance: .....



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## Guidance

Education (Pupil Registration) (England) Regulations 2006 has been amended (as of 1 September 2013) to prohibit the proprietor (Headteacher) of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application. The expectation is that term time holidays should not be planned or booked as a matter of course as they are likely to be **unauthorised** and may lead to the issuing of a penalty notice (fine).

The Headteacher will consider every request individually but the **following will not meet the criteria:**

- Relatives coming to visit
- Cheaper holidays in England and abroad
- Family day trips
- Visiting family/friends; this may also include refusal to attend family weddings and visits to see family abroad.

Should you choose to take your child/children out of school during term-time and the absences are unauthorised we may make a request to the Local Authority to issue you with a Penalty Notice.

## Penalty Notices

Penalty Notices are issued to **each parent** of **each child**. The penalty is £60.00 if paid within 21 of the date of the notice. Payment after this time, but within 28 days of the date of notice automatically increases to £120.

If you do not pay the Penalty Notice (within the 28 day time limit), the matter of will be referred to the Magistrates court for prosecution under the provisions of Section 444(1) Education Act 1996 or Section 103 Education and Inspections Act 2006. Prosecution can result in a criminal conviction recorded against you. Courts have a wider range of sentencing options, which could include a maximum fine of up to £2500.

The only statutory defences to the offence under Section 444(1) Education Act 1996 are:

- The child was absent for medical reasons.
- The Local Authority failed to provide transport when required to do so.
- The absences were due to religious observance.
- You had permission of the school or there was an unavoidable cause.

There is no statutory right of appeal against the issuing of a Penalty Notice.

*Legislative Framework for Education Penalty Notices.*

*Education Act 1996.*

*Anti-Social Behaviour Act 2003.*

*Children Act 1989.*

*Education and Inspections Act 2006.*