



**APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL**

I request leave of absence for the child(ren) named below from The Acorns Primary and Nursery School, during the period given.

Name(s) of Child(ren): .....

Teacher's name(s): .....

**Absence from (first day): ..... to (last day): .....**

Date returning to school: .....

**Explanatory Reasons:**

Signed: ..... Dated: .....  
(A parent/carer with whom the pupil usually lives)

Leave of absence will only be granted for exceptional circumstances in accordance with Government Legislation September 2013. A Fixed Penalty fine may be issued if this leave of absence is not authorised. Parents currently must pay £80 if they pay within 21 days or £160 if they pay within 28 days. This charge is per parent/carer per child. If the fixed penalty notice remains unpaid this could lead to prosecution in the Magistrate's Court. If a second penalty notice is issued to the same parent for the same pupil within 3 years of the first notice, the second notice is charged at a flat rate of £160 per parent per pupil, if paid within 28 days. A third penalty notice must not be issued within a 3 year period. Therefore, in cases where the threshold is met for a third (or subsequent) times within those 3 years, a penalty notice cannot be issued and alternative action will be taken instead. This will often include considering prosecution.

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**APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL**

Name(s) of child(ren): .....

Your recent request has been APPROVED / NOT APPROVED for these dates:

Fixed Penalty Notice to be issued on your return: Yes / No

Additional Comments: .....

Signed: ..... Dated: .....

(On behalf of the Governing Body of the School)

## LEAVE OF ABSENCE IN TERM TIME

### INFORMATION FOR PARENTS

#### **Before requesting Leave in term time, you need to think about:**

- ? the lessons your children will miss.
- ? the difficulty they will have catching up;
- ? the effect it will have on how well they do in school.
- ? the fact that the school can refuse permission for you to take your child out of school during term time.

#### **For your information:**

- You do **NOT** have the right to take your child out of school during term time without the permission of the Headteacher.
- The school will not authorise absence during the first half of the summer term for any pupils in Year 6, even if it is exceptional, as children are sitting Standard Assessment Tests (SATs).
- Permission should be requested on the form overleaf and returned to the school office.