

## APPLICATION FOR LEAVE OF ABSENCE

Missing school can disrupt a child's learning progression, as well as their ability to engage with peers and participate in ongoing projects. Parental support in maintaining regular school attendance is highly appreciated and can make a significant difference in a pupil's educational journey.

Parents/carers should obtain permission from the headteacher **before** taking a child out of school for leave during term time for **any reason**.

Absences taken without permission may be unauthorised by the school. Parents do not have the automatic right to insist that school absences are authorised, only the school may decide how to mark the register. Schools must take into account the statutory Department for Education (DfE) guidance when deciding whether to authorise a leave request. Schools can grant a leave of absence for exceptional circumstances at their discretion.

Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. Leave of absence should not be granted for a pupil to take part in protest activity during school hours.

Where absences are not authorised and meet the qualifying trigger (10 sessions (equivalent of 5 days) in a rolling 10 school-week period), schools **must** consider applying to the Local Authority (LA) for a penalty notice. Upon receipt of such an application, the LA may decide to either issue a penalty notice or institute other legal action (eg prosecution).

This form should be fully completed **by the parent with whom the child normally resides** and returned to school for consideration well in advance of the proposed leave and before committing to any expense. Once received the headteacher (or delegated person) will decide whether to approve the request, bearing in mind the current regulations and government guidance.

First name of child	<input style="width: 95%;" type="text"/>	Surname of child	<input style="width: 95%;" type="text"/>
Date of birth	<input style="width: 95%;" type="text"/>	Year group	<input style="width: 95%;" type="text"/>
First name of parent/carer	<input style="width: 95%;" type="text"/>	Surname of parent/carer	<input style="width: 95%;" type="text"/>
Relationship to child	<input style="width: 95%;" type="text"/>		
Home address	<input style="width: 95%;" type="text"/>		
Postcode	<input style="width: 95%;" type="text"/>	Telephone number	<input style="width: 95%;" type="text"/>

Provide details of any siblings at the school who you also wish to apply for leave for

First name of child	Surname of child	Date of Birth	Year Group
<input style="width: 95%;" type="text"/>			
<input style="width: 95%;" type="text"/>			
<input style="width: 95%;" type="text"/>			
<input style="width: 95%;" type="text"/>			

Length of absence (number of school days)  Destination (if applicable)

Date of departure  Date due back in school

UK emergency contact and telephone number

Other emergency contact details (if leave is outside the UK)

Provide information regarding the exceptional circumstances for leave.  
(additional documents may be attached)

I confirm I am the parent with whom the child normally resides (tick)

I confirm I have included any relevant information for consideration (tick)

Parent/carer signature  Date

**SCHOOL SECTION**

Date Received  Pupil Attendance %  Date discussed with parents (if applicable)

**The headteacher/authorised person has considered this leave request.**

**The outcome of the request is:** (circle)

**Not Approved**  
Permission not granted

**Approved**  
Permission granted

**Partially Approved**  
Some days to be authorised

If only some of the leave is to be approved, number of days which will be authorised

Reason(s) for decision

Headteacher/appropriate person signature

A copy of this form should be provided to the parent(s).

**All parents should be individually notified in writing of the outcome of this request and must be notified in circumstances where a penalty notice will be requested.**

## Education-related Penalty Notices

### Information for Parents

You may be aware that the Department for Education announced national changes to penalty notices issued for unauthorised absence in term time. These changes came into effect on 19 August 2024.

You can be issued with a penalty notice if your child is absent from school and school have not authorised the absence. This could be because you have taken your child out of school for a holiday or because your child is absent from school for reasons which the school do not feel are appropriate.

The changes to be aware of are:

- Penalty notices issued for offences that take place after 19 August 2024 will be charged at a new rate of £160 per parent per child. This can be paid at £80 if paid within 21 days.
- Any second penalty notice issued to the same parent for the same child within a rolling 3-year period will be issued at the rate of £160 to be paid within 28 days with no option for a discounted rate.
- The threshold at which a penalty notice **must** be considered is set at 10 sessions (equivalent to 5 days) of unauthorised absence within a rolling 10-school week period<sup>1</sup>. This may include absences as a result of arriving late after the register closes. The 10 school weeks may span different terms or school years.
- A maximum of 2 penalty notices may be issued to a parent for the same child within a rolling 3-year period, so at the 3rd (or subsequent) offence(s) another course of action will need to be considered (such as prosecution or one of the other attendance legal interventions).
- Only penalty notices issued for absences taking place after 19 August 2024 will count towards the above thresholds.

#### Absences can have a lasting effect on learning

Missing a week of school means your child will miss around 25 hours of learning

This creates gaps in their knowledge and could mean they will not meet their full potential

<sup>1</sup> A school week is any week in which a school meets at least once.