

# Services for Children and Young People

## Application Form - Leave of absence in Term Time

The Governing Body of the school has a **discretionary** power to allow pupils to be absent during term time to take a family holiday. This can only be granted in exceptional circumstances, and the pupil's attendance record will be taken into account when any request for leave of absence is considered.

Parents are reminded that leave of absence during term time is **not** a right and will only be granted with the greatest reluctance, as **any** absence has a detrimental effect on a pupil's academic progress and overall attendance level. Absence for holidays, which have not previously been approved, will be categorised as unauthorised.

Section 444(a) of the Education Act 1996 empowers the local authority to issue Penalty Notices to parents/carers if they go on holiday in term time without school's permission or are late returning from an extended holiday). They may receive a Penalty Notice fine of £60, which must be paid within 28 days. If payment is made after 28 days but within 42 days, the penalty is increased to £120. Where a fine remains unpaid after 42 days, the matter will be referred to the Borough Solicitor, who will consider instigating criminal proceedings.

As the Governing Body must consider the request for absence, please ensure that the application is submitted to school well before the proposed period of absence.

Please complete the following:

Pupils name ..... Form .....

Home Address .....

First day of absence .....

Returning to school on .....

Reason why holiday cannot be taken during the school holidays .....

### Declaration

I confirm that the details given on this form are correct and that it is necessary for the holiday to be taken during term time for the reason stated.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Parent/Guardian)

Name .....  
(Block Capitals please)

For school use:

Application granted		Application denied	
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Head Teachers Name .....

Signature .....