

LEAVE OF ABSENCE REQUEST FORM

From 1 September 2013, The Education (Pupil Registration) (England) (Amendment) Regulations 2013, amends the 2006 Regulations and makes clear that Head Teachers may not grant leave of absence during term time unless there are exceptional circumstances.

A request for absence **MUST** be made in advance of the proposed period of leave of absence

PUPIL DETAILS			
NAME(S):		Date of Birth	
Class/Teacher/Form			

<p>Dates of requested absence:</p> <p>Date of return to school:</p> <p>Total number of days absence from school:</p>
<p>Reason for leave of absence request (Please include any information which you feel demonstrates exceptionality – use separate sheet if appropriate):</p>
<p>Details of all adults with Parental Responsibility in the household. (Under section 576 of Education Act 1996 this includes anyone with parental responsibility or has day to day care for a child of compulsory school age, whether or not they are the natural parent of the child)</p> <p>Full forename & surname of all with parental responsibility as described above:</p> <p>1.</p> <p>2.</p> <p>Dob for all with parental responsibility:</p> <p>1.</p> <p>2.</p>

Home Address Details of all with parental responsibility (Please include those who have PR but are residing at different address to child):

Telephone Contact Details (landline and mobile phone numbers):

- 1.
- 2.

I/We understand that keeping my/our child(ren) off school if the Leave of Absence Request is not granted, will result in the absence being recorded as Unauthorised. This may result in a Penalty Notice being issued by the Local Authority for the non-attendance of my child at school.

I/We understand that a Penalty Notice will be issued to each person with parental responsibility and the resulting fine will be £60 each person for each child, rising to £120 each person for each child if £60 unpaid.

I/We understand that if the Penalty Notice is not paid in the specified time frame that I/we are at risk of a prosecution under Section 444(1) of Education Act 1996.

Parent/Carer Signature(s):

Relationship to child(ren):

Date:

School Office Use

Received:.....Agreement Y/N

Date Agreed/Refused.....

Date Letter sent to family to advise of outcome:.....