



**APPLICATION FOR LEAVE OF ABSENCE FOR THE ACADEMIC
YEAR 2020/2021**

Please read the notes overleaf before completing this form

Any leave of absence taken in term time, whether authorised or not, will be recorded as an absence from school and will affect your child's attendance.

Name of pupil	Class/Tutor group	Attendance 2018/2019	Attendance 2019/2020

Name of any Sibling(s)	Which school(s) do they attend

Parent(s) Full Name	DOB	Address & Contact Number

REQUEST FOR LEAVE OF ABSENCE

Date of first day of holiday	
Date of last day of holiday	
Return to school date	
Name of adult accompanying pupil(s)	Relationship to pupil

Reason for the request

Signature: _____ Date: _____
Parent/Guardian

Has a leave of absence been taken before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	(Please tick)
Reason for previous leave of absence			

<table border="1"> <tr> <td>Authorised</td> <td> </td> </tr> <tr> <td>Not Authorised</td> <td> </td> </tr> </table>	Authorised		Not Authorised	
Authorised				
Not Authorised				
Date Received	Date Processed.....			
Print Name	Signature			

Notes for Parents

Application for Leave of Absence 2020-2021

Please complete the Form overleaf and return it to the Headteacher for any application for leave of absence for the Academic year commencing 1st September 2020– 31st July 2021. The decision will be based on the [Education \(Pupil Registration England\) Regulations 2006 \(Amended September 2013\)](#). Headteacher's should determine the number of School days a child can be away from School **IF** leave is granted and may make the decision following advice from the Local Authority.

Any absence which does not meet the criteria of being '**an exceptional circumstance**' will be marked as unauthorised absence and as such you may be at risk of receiving a Fixed Penalty Notice. Please be aware that **BOTH** parents are at risk of receiving a Fixed Penalty Notice for **EACH** child of the family with a period of unauthorised absence from school in line with **Section 23 of the Anti-Social Behaviour Act 2003**.

*If a Fixed Penalty Notice is issued the penalty is **£60 per Parent per Child** when the payment is made within **21 days**. If payment is made after **21 days** but within **28 days** this will increase to **£120 per Parent per Child**. Failure to pay within **28 days** will result in a summons to appear before the Magistrates Court on the grounds that you have failed to secure your child's regular attendance at School. If the case progresses to Court you may receive a Fine of up to **£1000**.*

The 2013 change to Legislation states that it is really important that every child attends school for as many of the 380 half day sessions of the school year as possible. It is the responsibility of Parents to ensure that their Children do not take unnecessary time off school.

Any absence taken during term-time destroys the continuity of the child's education and reduces chances of success. Absence in the weeks prior to SATS tests or GCSE's will also disrupt revision and omit the reassurance that school staff can provide during the preparation period.

Absence taken during years 6,7,10 and 11 and at the beginning of the academic year can also have a negative impact on transition and assessments.