



LEAVE OF ABSENCE FORM

PLEASE NOTE THE FOLLOWING BEFORE COMPLETING THIS FORM

The Education (Pupil Registration) (England) (Amendment) Regulations 2013: Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.

Part A – To be completed by the parent

Pupil Name: Date of Birth: Class:

Home Address:.....
.....

First Date of Absence: Date of return: No. of school days absent:

Exceptional reason for absence *(please give as much detail as possible to support your request. If your request for leave of absence is due to your employer’s Annual Leave Policy, please photocopy the relevant section and attach it to this form):*

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.....
.....

Name of parent (with whom the child resides):

Signature of parent: Date:

Part B – To be completed by the school

Date received: Current attendance: Last year’s attendance:

Exceptional reason accepted? YES NO

This absence has been AUTHORISED UNAUTHORISED

We therefore expect your child to be in school on (Date).....

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.....

Signed: (Headteacher) Date:

Leave of absence taken without authorisation may be referred to the Education Welfare Service. This may result in prosecution proceedings, or a Fixed Penalty Notice. If a Fixed Penalty Notice is issued, a separate Notice would be issued to each parent for each child.

AS OF 1ST SEPTEMBER 2013, THE RATE PER PARENT PER CHILD WILL BE £60 IF PAID WITHIN 21 DAYS AND RISING TO £120 IF PAID BETWEEN 22 AND 28 DAYS.

If the penalty notice is not paid, each parent may be liable to prosecution at the Magistrates Court, and if proved, each notice may receive a criminal conviction and/or a fine to a maximum of £1,000, plus costs. Note: Parent also includes guardian/carer.