



APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Pupil's Name _____ Year _____

DOB _____ Home Address _____

Postcode _____

I wish to apply for my child to be absent from school during the following dates:-

Date of **Last** day at School _____ Date of **Return** to School _____

Total number of school days missed _____

Reasons for absence from school: _____

I am making an application for my child named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a Penalty Notice (see below) or a Summons for irregular school attendance.

An unauthorised leave of absence of more than 3 days/6 sessions (over a 6-week rolling period) may lead to you being issued with a penalty notice fine. If paid within 21 days the fine is £60.00 per child or if paid within 28 days the fine is £120.00 per child. *It is important to note the actual fine is £120.00 per child; however, it is reduced to £60.00 for payment within 21 days and not doubled, as some people may believe to be the case.*

Name of Parent/Carer making application _____

Signed _____ Date _____

PLEASE RETURN COMPLETED APPLICATION FORM TO YOUR CHILD'S SCHOOL GIVING AT LEAST 4 WEEKS' NOTICE OF INTENDED ABSENCE

FOR OFFICE USE ONLY

- Date received _____
- Action to be taken _____
- Date appropriate letters sent _____
- Entered into Register and Dinner Register _____