



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



Child's Name \_\_\_\_\_ Year Group \_\_\_\_\_

Date Of Birth \_\_\_\_\_ Home Address \_\_\_\_\_

Postcode \_\_\_\_\_

Full Name(s) including title of all responsible adults living in the family home:

\_\_\_\_\_  
\_\_\_\_\_

**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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

There is a Local Code of Conduct, agreed between schools and the Local Authority which outlines how Penalty Notices work in Nottinghamshire. This includes the threshold (or the level of unauthorised absence) for which fines can be issued.

The national framework for legal intervention sets the threshold at unauthorised absences of **5 days or 10 sessions** over a ten-school week period.

Penalty notices are issued at £160 (per child, per parent) and must be paid within the statutory 28-day deadline. Parents can only receive a maximum of two fines for an individual child's unauthorised absence over a three-year rolling period. A third offence would result in the matter being referred directly to the Magistrates court.

Penalty notice fines for a first offence are reduced to £80 if paid in full, within 21 days of issue.

Penalty notices for a second offence can only be paid at the full fine rate of £160 per parent per child.

I am making an application for my child named above to have authorised absence from school for the reasons stated above. 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 or a Summons for irregular school attendance as per above.

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 form received \_\_\_\_\_
- Action to be taken    Delete as appropriate    FINE / AUTHORISE
- Date acknowledgement letter sent \_\_\_\_\_
- Date Penalty Notice letter sent \_\_\_\_\_
- Date online form submitted to LA \_\_\_\_\_
- Entered into Register    Tick when complete    ☐