



Beardall Fields Primary and Nursery School

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME
To be completed by parent/carers

Pupils Name: Class:

Address:

First day of absence from school

Date of return to school

Total number of school days missed

Could you please explain the circumstances that make it necessary to apply for a leave of absence in term time?

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I make the above application for my child (named above) to be absent from school for the reasons stated. I understand that this may result in a penalty notice and can lead to a prosecution via the Magistrates court.

Name of Parent/Carer making the application.....

Signed..... Date

The Department for Education guidance states that schools are unable to authorise any term time absences and must issue penalty notices for all absences over 4.5 days. The first fine will be £160 per pupil, per parent (as defined in the Education Act). This can be reduced to £80 if paid within 21 days. If a second fine is issued in a rolling three-year period (not academic year) the fine will be £160 per pupil, per parent, with no reduction if paid promptly. If there is a third period of absence that would have been fined within the same three-year period, the case will be referred straight to Magistrate's Court for prosecution. There is no option to pay a penalty notice.

We ask all parents/carers to ensure they have requested and submitted a leave of absence form BEFORE booking any leave. Ideally this should be submitted at least 4 weeks prior to any absence so that your request can be properly reviewed and replied to.

For further information please refer to the attendance policy on our school website.