
APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

Attached is an application form for you to request permission for your child to take a leave of absence from school during term time. Before completing the application form, please read these notes carefully:

The law states that you do not have the right to take your child out of school for holidays during term time. By law you must ask permission for your child to miss school. If you fail to gain the school's permission you risk receiving a penalty notice per parent per child.

New Government Legislation came into effect from September 2013 which states that Head teachers must not grant any leave of absence during term time unless there are exceptional circumstances. A holiday is not deemed an exceptional circumstance.

Whilst an authorised absence may very occasionally be granted for an exceptional circumstance it is entirely Abbey College's decision and not a parental right. Parents should be advised that absence without the consent of Abbey College could result in further action and sanctions including a penalty notice.

If the school refuses your application and you still take your child out of school the absences will be treated as unauthorised. Unauthorised absences may lead to a Penalty Notice or a Summons being issued against you for irregular school attendance.

****In April 2017 the Supreme Court upheld the ban on parents taking their children out of school for family holidays during term time. We have been advised by the Local Authority they will be reverting back to their original code of conduct and will be issuing Penalty Notice Fines.****

Having read these notes, if you still wish to apply for a leave of absence for your child during term time, please sign this page and complete and sign the application on page 2 (overleaf) and send the whole document to 'Attendance Officer' at Abbey College.

Parent/Carer signature:

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This form should be completed and submitted to the Attendance Officer at Abbey College at least three weeks before the start of the proposed leave of absence.

Separate forms should be completed for each child.

Parents/guardians are reminded that Leave of Absence taken without permission, or not returning on the stated date may result in the issuing of an education penalty fine by the Local Authority of £60 (rising to £120 if not paid within 21 days) per parent per child on prosecution in the magistrates' court.

Parents are reminded that due to the changes in government regulations from September 2013 that Leave of Absence for the purpose of holidays in term time can no longer be granted except in exceptional circumstances.

Name of child		Year/Tutor Group	
Full name of Parent(s)/Carer(s)			
Address of child			
Please state why you consider there are exceptional circumstance for this absence			
Current attendance % at time of application		Period covered (dates)	
Start date of proposed leave of absence		End date of proposed leave of absence	

Parent/Carer signature:

Office use only

☐ Authorise

☐ Unauthorised

Signed SLT for Attendance.....

Communication sent to parent(s).....