Request for leave during term time application form

Please note, with effect from 19th August 2024 the Government has made changes to penalty notice fines for school non attendance. In line with Worcestershire County Council Policy, unauthorised absence may be subject to a penalty notice fine, per parent, per child of £160 if paid within 28 days, reduced to £80 if paid within 21 days for a first time absence.

If a second period of unauthorised absence occurs within a 3 year timescale, this is subject to a penalty notice fine, per parent, per child, of £160 to be paid within 28 days.

Failure to make payment of penalty notices issued may lead to court proceedings.

The third period of unauthorised leave of absence incurred within 3 years of the first penalty notice issued; a further penalty notice will **not** be issued. If suitable, the matter will be presented to the Magistrates' Court under S4441 Education Act 1996. Cases found guilty in the magistrates Court could result in a fine up to £1,000 per parent, per child, and will also hold a criminal record for failing to secure regular attendance.

To: The Headteacher of (School): …… **Date:** ……

I request consideration for leave of absence during term time for:

Name of Child: (full name) …… **DOB:** ……..

First date of absence: …… **Last day of Absence:** ……..

Please state reason for leave (include any exceptional circumstances you wish to be considered):
Please continue overleaf if required.

……

……

……

I have (an)other child(ren) in (an)other school(s) as follows:

Full Names and school attended: ……..

……

……..

Signature of 1st Parent/carer: …… **Print Name:** ……

Address: ……..

Signature of 2nd Parent/carer: …… **Print Name:** ……

Address: ……

After consideration, the Headteacher will write to you to confirm whether the absence will be authorised or not.

Request for leave during term time application form

For Office Use Only

Number of school days applied for: …… Absence request agreed/Not agreed

Reason……

Signed (Headteacher) …… Date: ……

Notification of decision letter sent to parent(s): Date: ……