



**Jeavons Wood**  
Primary School

## Leave of Absence Request Form

Jeavons Wood Primary

<b>Child's Name:</b>		
<b>Class:</b>		
<b>Full name of parents / carers:</b>		
<b>Address of parents / carers:</b>		
	Tel:	Tel:

<b>Start date of absence:</b>	
<b>Date of return to school:</b>	
<b>Reason for absence:</b>	

I understand that a penalty notice may be issued if my request is denied and my child is absent during this period. I confirm that I have read and understood the Guidance notes for Parents accompanying this Form.

<b>Signed:</b>		<b>Parent/carer:</b>		<b>Date:</b>	
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<b>Signed:</b>		<b>Parent/carer:</b>		<b>Date:</b>	
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To be completed by the school:

<b>Total number of days requested:</b>	
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<b>Previous leave of absence</b>	
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<b>Percentage Attendance</b>	
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<b>Leave of absence AGREED / REFUSED for the following reason/s:</b>

<b>Signature of Head</b>		<b>Date:</b>	
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<b>Copy of form sent to both parents</b>	
<b>SP updated</b>	
<b>FPN issued</b>	

## Guidance Note For Parents

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

As a parent or carer you are strongly urged to avoid leave of absence from school during term time. Should this be unavoidable then you should fill in this form and return it to the school prior to the absence.

The government implemented new legislation that came into effect from September 2013 which means that schools may only authorise leave of absence in exceptional circumstances. A parent or carer does not have any right to leave of absence during term time and if your request is refused the absence will be recorded as unauthorised.

If unauthorised absences are recorded a Penalty Notice can be issued by the Local Authority to each parent/carer in respect of each child who is absent from school. However, if a Penalty notice is not issued, your child's attendance will be monitored and this, along with any further unauthorised absences, would be discussed with you which may lead to legal action being taken under Section 444 of the Education Act 1996 if the attendance fails to improve.

A Penalty Notice involves a fine of £60, per child, per parent/carer if paid within 28 days. Should a parent or carer on whom a notice is served fails to pay the full amount of the fine within the specified time he/she will be liable for prosecution in a Magistrates court where on conviction a sentence of a fine of up to £2,500 or up to three months in prison may be imposed. Penalty Notices may only be served in accordance with the terms of the County Council's local code of Conduct, a copy of which is retained by the school.

Penalty Notices for term time leave are issued based on a referral received from a school accompanied by clear evidence that you have been warned of the risk of a Penalty Notice being issued. The Local Authority cannot override the decision made by the Headteacher to unauthorise the absence. If you have further evidence that you did not provide to the school previously please contact the school within 10 working days to discuss. There is no statutory right of appeal against the issuing of a Penalty Notice. Any communication with us will be shared with the school unless you advise us otherwise.

All schools expect attendance to be 100%, unless there are exceptional or unavoidable reasons for absence. Should leave of absence be taken after permission has been withheld then this will be recorded as unauthorised absence. This will appear both in the school register and in your child's report. Persistent unauthorised absence may result in the involvement of the Education Welfare Office and possible legal proceedings.

***Unauthorised school absences may lead to a Penalty Notice or a Court Summons being issued against you for irregular attendance. "If 3 or more term time leave Penalty Notices have been issued over a 3 year period then prosecution in relation to Section 444 Education Act 1996, may be considered as an alternative to a Penalty Notice fine being issued. Where a parent takes a child out of school during term time for an extended period (20 days or more), not authorised by the school, prosecution in relation to Section 444 Education Act 1996, may also be considered by the Local Authority."***