

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

It is at the discretion of the Head Teacher, acting on behalf of the Governing Body, the Education (Pupil Registration) (England) (Amendment) Regulations 2013 as to whether leave of absence is authorised. The regulations make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances relating to that application. Each case will be judged on an individual basis as outlined in guidance from the Department for Education.

Taking your child out of school during term time is detrimental to your child's learning, progress or overall achievement.

If the leave of absence is not authorised and it is taken anyway, the case will be referred to Kent County Council who may issue a Penalty Notice. The Penalty Notice gives you the opportunity to pay a penalty instead of being prosecuted for failing to secure your child's regular attendance at school. The amount of the penalty is £120 per parent, per child, but if payment is made by you within 21 days of receipt of the Notice it will be £60 per parent, per child. If you pay the penalty within the time limits, no further action will be taken against you in connection with the offence i.e. your liability for the offence will be discharged.

Name of Child	
Date of Birth	
Form Group	
Date of First Day of Absence	
Date of Return	
Number of Days requested	
Reason for leave of absence to be taken during term time and details of the "exceptional circumstances" related to this application.	

Signed _____ Date _____
Parent/Guardian

Print name _____

Absence authorised / unauthorised

Signed _____ Head Teacher Date: _____