

APPLICATION FOR LEAVE OF ABSENCE IN EXCEPTIONAL CIRCUMSTANCES

PLEASE READ THE NOTES BELOW BEFORE COMPLETING THIS FORM.

Pupil Name:	Date of Birth:	Class/Form/Year:
Home Address:		
First Date of Absence:	Date of return:	No. school days absent:
Exceptional reason for absence:		
Name of parent/s (who child resides with)		
Contact Telephone numbers (home/ mobile)		
Email address:		
Signature of parent/carers:		Date:

The Education (Pupil Registration) (England) (Amendment) Regulations 2013: Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.

Leave of absence taken without authorisation may be referred to the Local Authority and this may result in a Fixed Penalty.

Note: If a Fixed Penalty Notice is issued, a separate Notice would be issued to each parent/carers for each child.

**For the purpose of education law, parent/carers includes any persons who lives with and cares for the child on a day to day basis.*

FROM SEPTEMBER 2013, THE RATE **PER PARENT PER CHILD** WILL BE £60 IF PAID WITHIN 21 DAYS AND RISING TO £120 IF PAID BETWEEN 22 AND 28 DAYS.

If the penalty notice is not paid, each parent/carers may be liable to prosecution at the Magistrates Court, and if proved, each notice may receive a criminal conviction and/or a fine to a maximum of £1,000, plus costs.

School use only

FOR THE HEADTEACHER

DATE RECEIVED	
CURRENT ATTENDANCE %	
LAST YEAR'S ATTENDANCE %	
EXCEPTIONAL CIRCUMSTANCES ACCEPTED	YES/NO
SIGNATURE	
PRINT NAME	
DATE PARENT INFORMED	
<p>DECISION</p> <p>Your request for absence due to exceptional circumstances has been considered.</p> <p>*The absence has been authorised / The absence is considered unauthorised.</p> <p>*A formal warning letter is attached.</p> <p>*A fixed penalty warning is attached.</p> <p>*We therefore expect your child to be in school on:</p>	

Leave of absence taken without authorisation will be referred to the Local Authority and this may result in a Fixed Penalty or in prosecution proceedings.