

Application for Leave of Absence 2026/2027

Please complete the Form overleaf and return it to the Headteacher for any application for leave of absence for the Academic year commencing 1st September 2026 - 31st July 2027. The decision will be based on the **Education (Pupil Registration England) Regulations**. Headteacher's should determine the number the number of school days a child be away from School they may also take advice from the Local Authority.

Any absence which does not meet the criteria of being '**an exceptional circumstance**' will be marked as unauthorised absence and as such you may be at risk of receiving a Fixed Penalty Notice. Please be aware that **BOTH** parents are at risk of receiving a Fixed Penalty Notice for **EACH** child of the family with a period of unauthorised absence from school in line with **Section 23 of the Anti-Social Behaviour Act 2003**.

The Department of Education does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

Please be aware the new legislation by the Government, from August 2024 the **PENALTY NOTICE**, for school absences across the country will be changed at **£160** if paid within 28 days, this will reduce to **£80** if paid within 21 days.

If a parent receives a **SECOND PENALTY NOTICE** for the same child within any three-year period, this will be charged at the flat rate of **£160** if paid within 28 days. (no reduction if paid earlier)

Fines per parent will be capped to **two fines within any three-year period** for the same child. Once this limit has been reached, other actions may be considered like an **Attendance contract, Education Supervision Order or Prosecution**, these will be considered if the school attendance of the child is not secured.

Any absence taken during term-time impacts on the continuity of the child's education and reduces chances of success. Absence in the weeks prior to Mock Examination's or GCSE's will also disrupt revision and omit the reassurance that school staff can provide during the preparation period.

Absence from school can also have negative impact on transition and assessment.

Application for Leave of Absence 2026/2027

Please read the notes overleaf before completing this form

Any leave taken in term time, whether authorised or not, will be recorded as an absence from school and will affect your child's attendance.

Name of pupil	Class/Tutor group	Attendance 2026/2027	Attendance 2025/2026

Name of any Sibling(s)	Which school(s) do they attend

Parent(s) Full Name	DOB	Address & Contact Number

REQUEST FOR LEAVE OF ABSENCE

Date of first day of leave	
Date of last day of leave	
Return to school date	
Name of adult accompanying pupil(s)	Relationship to pupil

Reason for request:

Signature: _____

Date: _____

Parent/Carer

Has a leave of absence been taken before?	YES		No	
Reason for previous leave of absence:				

Authorised		Not Authorised		Penalty Notice Required	
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Date Received _____

Date Processed _____

Print Name _____

Signature _____