



# Town Farm Primary School & Nursery

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## Application for Leave of Absence from School During Term Time

### Please read the following information very carefully

Parents do not have any right or entitlement to take their child out of school for a term time holiday. Following government guidelines, we can only grant leave for **exceptional circumstances**. Please note that unauthorised leave of absence could result in legal action and a Penalty Notice being issued.

A Penalty Notice involves a fine of £60, per parent/carer, per child if paid within 21 days, rising to £120, per parent/carer, per child if paid within 28 days. Parents/carers who fail to pay the fine will be liable to prosecution in a Magistrates Court where upon conviction, a fine of up to £2,500 or a three month sentence may be served.

**Please note that all unauthorised absences are monitored by the school and the Inclusion Officer. Persistent unauthorised absence will result in the involvement of the Inclusion Officer and possible legal proceedings.**

Applications to the Headteacher for term time leave of absence will be considered individually using criteria as detailed in our Attendance Policy.

Requests for leave of absence in term time will be returned to you by the Headteacher and if your request is not authorised you shall be informed of the reasons why.

|                                                                            |                                    |
|----------------------------------------------------------------------------|------------------------------------|
| Name of Child:                                                             | Class:                             |
| I am applying for leave of absence for my child from the<br>..... to ..... |                                    |
| Number of School Days:                                                     | Date child will be back in school: |
| The exceptional circumstances for which leave is requested:                |                                    |
| Home Address:                                                              |                                    |
| Signed (Parent/Carer):                                                     | Date:                              |

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***Every Child, Every Day, Every Moment***

Our values: Ambition, Courage, Determination, Enquiry, Equality, Integrity, Resilience, Respect

| TO BE COMPLETED BY THE HEADTEACHER                                                            |     |                                               |    |
|-----------------------------------------------------------------------------------------------|-----|-----------------------------------------------|----|
| Child's attendance over the last 12 months:                                                   |     |                                               |    |
| <b>Having considered your request carefully, my decision is that the leave of absence is:</b> |     |                                               |    |
| Approved                                                                                      |     | This absence will be recorded as authorised   |    |
| Not approved                                                                                  |     | This absence will be recorded as unauthorised |    |
| Penalty Notice Issued:                                                                        | Yes |                                               | No |
| Headteacher's Comments:                                                                       |     |                                               |    |
| Signed:                                                                                       |     | Date:                                         |    |
| Headteacher                                                                                   |     |                                               |    |