

Appendix 2 - APPLICATION FOR LEAVE OF ABSENCE – St. John's CE Primary School and Nursery

The Minister for Education has announced that from 1st September 2013 Schools, Academies and Free Schools can no longer grant leave of absence during term time unless there are explicit exceptional circumstances.

IMPORTANT: If a request for absence is declined please be advised that if the leave is taken and unauthorised any request for legal action will be dealt with under the National Framework for penalty notices – August 2024

I wish to apply for leave of absence from school to be granted to:

Name of child: Class:

Dates of proposed absence: From:..... To:

Child's address

Reason for Proposed Exceptional Circumstances:

Please complete on rear or on separate paper if more space is needed.

Total days requested:

Name of applicants Name(s) Date of Birth:
(Normally the parents/Carers)

 Name Date of Birth:

Address if different from child:

Signature of Applicant -: Signature of Applicant -:

If your child has any siblings at any other school that will also be absent on these days please provide the name of the sibling and the school here -

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Consequences for parents taking children on holiday in term time which are not authorised by the school MAY result in a Penalty Notice of £80 per parent per child, increasing to £160 if not paid within 28 days, being issued by the Local Authority.

For School Use: -	Date received	Attendance %
Interview Offered to Parent/Carer	Yes/No	By _____ Date:
Authorised?	Yes/No	By _____ Date:
Penalty to be issued	Yes/No	By _____ Date:
Parent informed by phone call	Yes/No	By _____ Date:
Parent informed by letter?	Yes/No	By _____ Date: