THE STICKNEY & NEW LEAKE
PRIMARY SCHOOLS FEDERATION

Leave of Absence Request Form – Applies from 19th August 2024

We want all of our pupils in school for as much time as possible in order to maximise their learning time and opportunities. We strongly discourage term time breaks and holidays, and we ask parents not to request them unless they are for truly exceptional circumstances.

The first Penalty Notices for leave in term time will increase to £160 per parent per child but can be reduced to £80 per parent per child if paid within 21 days.

If a second penalty notice is issued within three years of the first penalty notice, then this will be at a fixed rate of £160 per parent per child, with no reduction for early payment.

A third penalty notice cannot be issued within the three-year period; therefore, the county council will deal with any further unauthorised leave through prosecution in the Magistrates Court. If the parent is found guilty, the potential fine is up to £2500.However, if in an individual case the local authority believes a penalty notice would be appropriate, they retain the discretion to issue one before the threshold is met e.g. - where parents are deliberately avoiding the national threshold by taking several term time holidays

Absence forms are not needed for illness – usual procedures should be followed

Name of child	
Class	
D.O.B	
First day of absence	
Date of return	
Number of days requested	
Has leave of absence been requested in term time before? *(Please give details*)	
Details of the exceptional reasons for this request (*Please give details*)	

A separate form should be completed for each child requesting an absence

Please note the Executive Headteacher will look at each request on a case-by-case basis.

Signed: _____

Name: _____

Date: _____

Please give at least four weeks' notice of absence requests. Please return this form in an envelope marked for the attention of the Executive Headteacher. We will then send out a letter authorising, or not, the absence request.

For office use:
Attendance to date ……. % Absence previously authorised ……. days

AUTHORISED: Your request has been authorised for the following dates: ----/----/----to ----/----/----
and will be registered as authorised on your child's record

UNAUTHORISED: Your request has been unauthorised for the following dates: ----/----/---- to ----/----/----
and will be registered as unauthorised on your child's record

Signed by Executive Headteacher……. Date -----/-----/-----