

# Pentland Infant & Nursery School

## Leave of Absence Application Form

**There is no automatic entitlement in law to time off during term time.**

Parents and carers should avoid booking leave of absences during term time. Requests for Leave of Absence during term time cannot be granted except under the most exceptional of circumstances. The Headteacher will determine if the request is reasonable. If request is granted, the school must be provided with travel documents to confirm the dates of travel as soon as possible.

If parents/carers take their child out of school during term time which has not been authorised by the Headteacher, **or** if the child does not return to school on the agreed date, consideration will be given to the issuing of a penalty notice in line with the Kirklees Code of Conduct.

**The Penalty Notice is for £60.00 if paid within the first 21 days, increasing to £120.00** if paid after 21 days but within 28 days. This is per parent per child. Failure to pay the penalty notice could result in the local authority commencing legal proceedings against you for the offence of not ensuring your child's regular school attendance. If found guilty, you may be fined up to £1,000 and you will receive a criminal record.

Children who are taken out of school without parents first seeking permission will be tracked and the Local Authority's Children Missing Education Team will be involved. The child may then be removed from the school roll with no guarantee of re-admission on return from the unauthorised leave.

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Full Name of Parent/s or Carer/s (1).....

Full Address:  
.....

Full Name of Parent/s or Carer/s(2).....

Full Address:  
.....

I/We would like to request leave of absence for:

Name of Child ..... Class .....

Have you requested leave of absence for the above child before? Yes/No

If yes, when ..... For how long ..... Authorised: Yes/No

Name of other siblings travelling:

Sibling 1 ..... School Attended ..... Authorised: Yes/No

Sibling 2 ..... School Attended ..... Authorised: Yes/No

Sibling 3 ..... School Attended ..... Authorised: Yes/No

Reason for Absence: .....

.....  
.....  
.....

Country/Town to be visited:

.....

Requested Dates of Absence:

From ..... To .....

Date of return to school .....

Signed (1)..... Parent/Carer

Signed (2)..... Parent/Carer

Date of request .....

## School Attendance

### Leave of Absence Request

Absence authorised

Exceptional circumstances is.....

(Subject to overall attendance remaining above .....%)

Requested Dates of Absence: From ..... To .....

Tickets seen to confirm these dates: Yes/No

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### Permission to be absent from school is NOT granted

Reasons for permission not being granted:

- No acceptable reason given why leave should be taken in term time
- Second request during time in school
- Requested Absence is during a key transition time
- Assessments near or during time of leave
- Permission for siblings not granted
- Other .....

Signed ..... Headteacher Date: .....