



Coates Primary School



APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

As a parent or carer you are strongly urged to avoid leave of absence from school during term time. Should this be absolutely unavoidable then you should fill in this form and return it to the School prior to the absence.

The government implemented new legislation that came into effect from September 2013 which means that schools may only authorise leave of absence in **exceptional** circumstances. A parent or carer does not have any right to leave of absence during term time and if your request is refused the absence will be recorded as unauthorised.

If a pupil takes unauthorised term-time leave for 10 sessions in a row or more (normally 5 days or more) they will receive a penalty notice.

The fine for a penalty notice is £80 per child, per parent/carers. If you haven't paid after 21 days, it goes up to £160. If you haven't paid after 28 days, you may be prosecuted in court. This could mean a fine of up to £2,500 and/or prison for up to 3 months per parent.

If you take **another** term time leave of 10 sessions (5 days) or more with the same child, in a three-year rolling period, the fine is £160 per parent, per child and you have 28 days to pay it. If you do it a third time, in a three-year rolling period for the same child, your details will be sent to the Local Authority for a prosecution (Section 444 Education Act 1996).

Should a parent or carer on whom a notice is served fails to pay the full amount of the fine within the specified time he/she will be liable to prosecution in a Magistrates court where on conviction a sentence or a fine of up to £2500 or up to three months in prison may be imposed. Penalty Notices may only be served in accordance with the terms of the County Council's local Code of Conduct, a copy of which is retained by the school.

Should leave of absence be taken after permission has been withheld then this will be recorded as unauthorised absence. This will appear both in the school register and in your child's report.

Persistent unauthorised absence may result in the involvement of the Education Welfare Office and possible legal proceedings.

Please complete request form

I request that _____ (Name of child) Form _____ be granted leave of absence from _____ (first day of absence) to _____ (last day of absence) Please explain the exceptional circumstances that require a leave of absence during term time: _____ _____ _____ _____ _____ Signature of Parent: _____ Date _____ Print Name _____ Names of siblings _____ (other schools) _____ _____
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<div> <div></div> <div>Three-Year Period</div> <div></div> </div>		
First Term Time Leave 10 sessions (5 days) or more. £80 for each child per parent. <div> E.g. if two parents take 3 children away, the fine would be £80 x 3 = £240 per parent. The total would be £480. If you pay after 21 days it rises to £960. </div> If you don't pay after 28 days = a prosecution.	Second Term Time Leave 10 sessions (5 days) or more. £160 for each child per parent. <div> E.g. if two parents take 3 children away, the fine would be £160 x 3 = £480 per parent. The total would be £960. </div> If you don't pay after 28 days = a prosecution.	Third Term Time Leave 10 sessions (5 days) or more. Prosecution.