

APPLICATION FOR LEAVE OF ABSENCE for EXCEPTIONAL CIRCUMSTANCES FROM BARRINGTON C OF E (VC) PRIMARY SCHOOL

We expect attendance at school to be 100% unless there are exceptional or unavoidable reasons for absence.

An absence is classified as authorised only when a pupil has been away from school for a legitimate, unavoidable reason.

Parents do not have the right or entitlement to take their child out of school for a term-time holiday. 2024 government guidelines have removed the discretion for headteachers agreeing to term-time leave. Any requests for leave of absence need to be submitted before the leave is taken.

← Three-Year Period →		
<p>First Term Time Leave 10 sessions (5 days) or more.</p> <p>£80 for each child per parent.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>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.</p> </div> <p>If you don't pay after 28 days = a prosecution.</p>	<p>Second Term Time Leave 10 sessions (5 days) or more.</p> <p>£160 for each child per parent.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>E.g. if two parents take 3 children away, the fine would be £160 x 3 = £480 per parent. The total would be £960.</p> </div> <p>If you don't pay after 28 days = a prosecution.</p>	<p>Third Term Time Leave 10 sessions (5 days) or more.</p> <p style="text-align: center;">Prosecution.</p>

If a pupil takes unauthorised term-time leave for 10 consecutive sessions or more (generally 5 days) they will be subject to a Penalty Notice. The fine for a penalty notice is **£80 per child, per parent/carer**, increasing to £160 if not paid after 21 days but within 28 days for pupils who are of statutory school age. If a penalty notice remains unpaid, parents may be the subject of court proceedings for failing to ensure the regular school attendance of their child and this could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months per parent.

For second offences of unauthorised term-time leave (10 consecutive sessions or more) within a three-year rolling period, the fine is a flat £160 per parent, per child. For the third offence in a three-year rolling period, the referral will be automatically considered for prosecution in relation to Section 444 Education Act 1996.

I request that _____ (name of child/children)
be granted leave of absence from Barrington C of E (VC) Primary School

from _____ to _____

I wish to take my child out of school because

I understand that leave of absence will only be granted in **exceptional** circumstances. Should this not be granted and I take my child/children out of school I am aware that I may be liable to a Penalty Notice, as stated above.

Signature of parent/carer _____ (date) _____

Authorised/unauthorised (Headteacher)	Date	Code
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