

**APPLICATION FOR LEAVE OF ABSENCE FROM WILLINGHAM PRIMARY SCHOOL**

The **Education (Pupil Registration) (England) Regulations 2006** used to allow Headteachers to grant leave of absence for the purpose of a family holiday during term time in “special circumstances” of up to ten school days leave per year. Headteachers could also grant extended leave for more than ten school days in exceptional circumstances.

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted. If leave of absence for exceptional circumstances has been denied and you take the child out of school, you may be subject to a Penalty Notice or face prosecution in court.

**Amount of penalty per parent, per child**

The amount of the penalty is as follows:

When paid <b>within 21 days</b>	<b>£60</b>
When paid <b>within 28 days</b>	<b>£120</b>

If leave is 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. As shown above a Penalty Notice involves a fine of £60 **per parent, per child** if paid within 21 days. This rises to £120 **per parent, per child** if paid within 28 days. Should a parent/carer, on whom a Penalty Notice is served, fail 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 fine of up to £2,500 and/or a sentence of up to three months in prison may be imposed.

I request that \_\_\_\_\_ (name of child/children)  
be granted leave of absence from Willingham 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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