

Headteacher: Mrs Sally Day

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**APPLICATION FOR TERM TIME LEAVE OF ABSENCE**

Details of child/children at Offord Primary School					
Name of Child		Date of Birth		Class	
Address					
Name of Child		Date of Birth		Class	
Address					
Name of Child		Date of Birth		Class	
Address					
Details of adults accompanying the child/children					
Name				Relationship to child	
Name				Relationship to child	
Address (if different from child/ren)					
Details of siblings who do not attend Offord Primary School (this will help us ensure consistency in considering your request)					
Name of Child		Date of Birth		Name of school	
Name of Child		Date of Birth		Name of school	
Name of Child		Date of Birth		Name of school	
Details of the period of leave of absence					
First day of absence		Last date of absence		Total number of school days	
<b>Full explanation of the exceptional circumstances that require a leave of absence during term time:</b>					
Name		Signature		Date	
PLEASE SEE OVERLEAF FOR IMPORTANT INFORMATION					

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 unauthorised absences are recorded, a Penalty Notice Fine can be issued by the Local Authority to each parent/carer in respect of each child who is absent from school. **If this is your first penalty notice, then the amount of the penalty is £80 if paid within 21 days or £160 if paid within 22 to 28 days. If this is your second penalty notice since 19<sup>th</sup> August 2024, then the amount of the penalty is £160.** Failure to pay will result in legal proceedings being initiated under Section 444 of the Education Act 1996.

Please note if 2 Penalty Notices have been issued to a named parent in relation to the same child since the 19<sup>th</sup> August 2024 (over a 3-year period), then prosecution in relation to Section 444 Education Act 1996, may be considered as an alternative to a Penalty Notice fine being issued.

See graph for example:

← Three-Year Period →		
<p><b>First</b> Term Time Leave 10 sessions (5 days) or more. <b>£80</b> for each child per parent.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>E.g. if two parents take 3 children away, the fine would be £80 x 3 = £240 per parent.</p> <p><b>The total would be £480.</b></p> <p>If you pay after 21 days it rises to <b>£960.</b></p> </div> <p>If you don't pay after 28 days = a prosecution.</p>	<p><b>Second</b> Term Time Leave 10 sessions (5 days) or more. <b>£160</b> for each child per parent.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>E.g. if two parents take 3 children away, the fine would be £160 x 3 = £480 per parent.</p> <p><b>The total would be £960.</b></p> </div> <p>If you don't pay after 28 days = a prosecution.</p>	<p><b>Third</b> Term Time Leave 10 sessions (5 days) or more. Prosecution.</p>

Should a child be absent for term time leave for an extended period during term time (20 days or more) not authorised by the school, prosecution in relation to Section 444 Education Act 1996, may also be considered.

Official use only					
Authorised / Unauthorised					
Reason for decision:					
Headteacher	Mrs Sally Day	Signature		Date	