



**You are required under the Education Act (1996) to ensure your child attends school regularly.**

## **Leave of Absence**

My child/ren \_\_\_\_\_

will not be in school from \_\_\_\_\_

to \_\_\_\_\_

This is because \_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

***I understand that if this reason is for a family holiday  
or a family day out then this absence***

***will not be authorised unless the head teacher deems this request to be in exceptional  
circumstances***

Fixed Penalty Notice

With the implementation of the Anti Social Behaviour Act (2003) the Local Authority has statutory powers to use Penalty Notices to help tackle irregular school attendance and unauthorised absences. An unauthorised absence is any absence that the school has not given permission for or the parent/carer has been unable to provide a reason for the absence, which is acceptable to the school.

The school will discuss with the Local Authority any cases of unauthorised absence and whether the issuing of a Penalty Notice would be appropriate. A Penalty Notice is an alternative to a prosecution to the offence and can be issued when it is felt that parents/carers are failing in their legal responsibility to ensure their child attends school regularly.

The penalty is in the form of a £60 fine per parent/carer per child payable within 21 days, this increases to £120 payable per parent/carer per child within 28 days. Failure to pay usually results in prosecution in the Magistrates' Court.

**Your request for leave of absence from school during term time has been considered  
and \_\_\_\_\_ has not been authorised \_\_\_\_\_ has been authorised**

Signed \_\_\_\_\_ Date \_\_\_\_\_