

**REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME
 (Exceptional Circumstance only) Education (Pupil registration) (England)
 Regulations 2006 Education (Pupil Registration) (England) (Amendment) Regulation 2013**

The 2013 amendments to the 2006 regulations make clear that Head Teachers man not grant any leave of absence during term time unless they are exceptional circumstances and that Head Teachers should determine the number of school days a child can be away from school if the leave is granted.

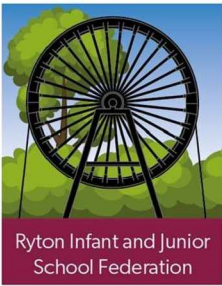
Name of Pupil	
Date of birth	
Registration Group	
Address	
Contact Numbers)	
Sibling Details (or other children living in the household)	

I request permission for my child to be absent from school between: -	
First Day of Absence	
Date of Return	
Total School Days	
Please fully explain the exceptional circumstances that you would like the Head Teacher to consider (continue on a separate sheet if necessary)	

Declaration: I have read and understood the information about leave of absence during term time, unauthorised absence, and Penalty Notices, I am aware of the possible consequences should my child take a leave of absence without the prior authorisation of the Head Teacher

Signature: _____
 Parent/Carer

Date _____



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Parents are required under the Education Act (1996) to ensure their child attends school regularly. There is no automatic right to take a child out of school during term time but the law allows Head Teachers to consider individual requests to authorise a leave of absence in exceptional circumstances.

The school attendance policy clearly states that should a leave of absence be taken without prior authorisation, a Penalty Notice may be issued by the Local Authority.

Penalty Notices

The National Framework introduced in August 2024 means only 2 penalty notices can be issued to the same parent in respect of the same child within a 3 year rolling period and any second notice within that period is charged at a higher rate:

- The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.
- A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. Alternative action, such as prosecution in Magistrates court, will be considered instead.

Failure to pay the Penalty Notice could result in the Local Authority starting legal proceedings against you for the offence of failing to ensure your child's regular attendance at school.