



Misterton Primary School

Headteacher: Mrs Jane Cappleman-Jackson

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Application for Leave of Absence during Term Time

Dear Parents and Carers,

On the reverse of this letter you will find the application form to request permission for your child to be absent from school.

Before completing the application, please read the following notes:

- ❖ **The law states that you do not have the right to take your child out of school during term time.**
- ❖ **Regulations make it clear that head-teachers may not grant leave of absence during term time unless there are exceptional circumstances.**
- ❖ **If the school refuses your application and you still take your child out of school the absence will be treated as unauthorised.**
- ❖ **Unauthorised absences will lead to a Penalty Notice or Summons being issued against you.**

If an absence is not authorised by the school, the pupil's attendance is deemed to be irregular. Under section 444 of the Education Act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly, his/her parent/carer (s) are guilty of an offence. Please also note that if you have more than one child, each child's irregular attendance is dealt with as a separate matter.

The Local Authority may take formal action against you for failure to comply with the law. Penalty notices are issued as an alternative to prosecution, but may not be issued if prosecution is considered to be a more appropriate response to the attendance issues.

Therefore, your child's irregular attendance could result in one of the following actions:

1. A Penalty Notice being issued. Each penalty notice is £60 if paid within the first 21 days, rising to £120 if paid between 22-28 days. Failure to pay will result in prosecution.
2. Prosecution. This could lead to fines of up to £2500 and/or 3 months imprisonment.

Having read these notes, if you still wish to apply for a leave of absence for your child, please complete the application attached.

This form should be completed and returned to school no later than 10 working days before the requested absence. Forms that are received later than this will not be authorised.

Yours Sincerely,

Headteacher



APPLICATION BY PARENT/CARER FOR CHILD LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

PUPIL NAME	
CLASS/TEACHER	
HOME ADDRESS	
I wish to apply for my child to be absent from school for the following dates:	
Date of last day at school:	
Date of return to school:	
Total number of school days missed:	
Mother's email address	
Father's email address	
Reason for absence	

I make an application for my child named above to have authorised absence from the school for the reasons stated. I understand that if this is not agreed than the absence will be treated as unauthorised and will lead to the issue of a Penalty Notice or a Summons for irregular school attendance.

NAME OF PARENT/CARER:

SIGNATURE: DATE:

