Notification of a pupil's leave of absence

Pupil name		
Class		
Date of first day of absence		AM or PM
Date of return to school		AM or PM
Number of school days that your child will be absent from school		

Time lost by children and young people due leave in term time can be disruptive to their education. Wherever possible, absence from school should be avoided as it can have a serious effect on your child's educational progress and can create difficulties for them on their return to school.

From September 2024 new guidance came into place which removes the ability for parents to take their child out of school for an authorised term time holiday. There are new codes for the school register which make it clearer as to the reason for the absence. The registers are legal documents and school must use the codes correctly.

Name(s) of Parent/Carer(s) making application

Dr/Mr/Mrs/Ms/…..	First name		Surname	
Signed			Date	

Dr/Mr/Mrs/Ms/…..	First name		Surname	
Signed			Date	

Please ensure you are giving at least 14 days' notice of the proposed absence; retrospective applications cannot be authorised.

NB The maximum number of fixed penalty notices that can be issued to a parent in respect of a child is two within a rolling three year period. Should a further offence be committed in this time the LA will be required to consider alternative legal measures, including prosecution.

Please fill in the details on the other page to fully explain the leave of absence request.

Information about the leave of absence

Please select the code you think is appropriate for this leave of absence:

☐ G – Term Time Holiday

☐ C – Leave of absence for exceptional circumstance

☐ C1 – Leave of absence for the purpose of participating in a regulated performance, eg show, modelling

☐ J1 – Leave of absence for attending an interview, employment, or an education establishment

☐ P – Approved sporting activity

☐ R – Religious observance

Please detail the reason for requesting a leave of absence

☐ ***I understand that if the absence request is unauthorised, the Local Authority may be notified and a penalty notice may be issued. I understand that a Penalty is issued to each parent for each child taken out of school. A penalty notice is charged at £160 if paid within 28 days. There is usually the opportunity to pay a reduced amount of £80 if paid within 21 days. I also understand that failure to pay a penalty notice will result in prosecution, except in limited circumstances.***

For school to complete:

AUTHORISED	
UNAUTHORISED	

Kath Steele - Attendance Lead