

Pentland Infant & Nursery School

Leave of Absence Application Form

There is no automatic entitlement in law to time off during term time.

Parents and carers should avoid booking leave of absences during term time. Requests for Leave of Absence during term time cannot be granted except under the most exceptional of circumstances. The Headteacher will determine if the request is reasonable. If request is granted, the school must be provided with travel documents to confirm the dates of travel as soon as possible.

If parents/carers take their child out of school during term time which has not been authorised by the Headteacher, **or** if the child does not return to school on the agreed date, consideration will be given to the issuing of a penalty notice in line with the Kirklees Code of Conduct.

The Penalty Notice is for £60.00 if paid within the first 21 days, increasing to £120.00 if paid after 21 days but within 28 days. This is per parent per child. Failure to pay the penalty notice could result in the local authority commencing legal proceedings against you for the offence of not ensuring your child's regular school attendance. If found guilty, you may be fined up to £1,000 and you will receive a criminal record.

Children who are taken out of school without parents first seeking permission will be tracked and the Local Authority's Children Missing Education Team will be involved. The child may then be removed from the school roll with no guarantee of re-admission on return from the unauthorised leave.

Full Name of Parent/s or Carer/s (1).....

Full Address:

.....

Full Name of Parent/s or Carer/s(2).....

Full Address:

.....

I/We would like to request leave of absence for:

Name of Child Class

Have you requested leave of absence for the above child before? Yes/No

If yes, when For how long Authorised: Yes/No

Name of other siblings travelling:

Sibling 1 School Attended Authorised: Yes/No

Sibling 2 School Attended Authorised: Yes/No

Sibling 3 School Attended Authorised: Yes/No

Reason for Absence:

.....

.....

.....

.....

Country/Town to be visited:

.....

Requested Dates of Absence:

From To

Date of return to school

Signed (1)..... Parent/Carer

Signed (2)..... Parent/Carer

Date of request

School Attendance

Leave of Absence Request

Absence authorised ☐

Exceptional circumstances is.....

(Subject to overall attendance remaining above%)

Requested Dates of Absence: From To

Tickets seen to confirm these dates: Yes/No

Permission to be absent from school is NOT granted ☐

Reasons for permission not being granted:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | No acceptable reason given why leave should be taken in term time |
| <input type="checkbox"/> | Second request during time in school |
| <input type="checkbox"/> | Requested Absence is during a key transition time |
| <input type="checkbox"/> | Assessments near or during time of leave |
| <input type="checkbox"/> | Permission for siblings not granted |
| <input type="checkbox"/> | Other |

Signed Headteacher Date: