**REQUEST FOR LEAVE OF ABSENCE IN TERM TIME**

You have requested Haslington Primary Academy’s permission for leave of absence to be taken during term time. Before such authorisation is considered please complete the form below and return to Haslington Primary Academy’s Office. Completion of the form does **not** guarantee the leave of absence will be authorised.

**The 2013 regulation amendments make clear that head teachers may not grant any leave of absence (holiday) during term time unless there are exceptional circumstances. The amendments give parents no entitlement to take their child out of school for a holiday in term time. The Head of School and the Governing Body will determine what the exceptional circumstances are.**

|  |  |
| --- | --- |
| **Child’s Name:** | **Class:** |
| **Dates of Leave of Absence** | |
| **From:** | **To:** |
| **(Parent/Carer/Guardian) Signed:** | **Current Date:** |

**Please give a brief description/reason for asking for leave of absence in term time below. (If appropriate, attach a letter with detailed information, including destination if going on holiday. Evidence as to why the leave is required must also be submitted, e.g holiday invoice, wedding invitation etc):**

It is important to have read and understood Haslington Primary Academy’s policy on attendance.

**TAKING YOUR CHILD OUT OF EDUCATION WITHOUT HASLINGTON PRIMARY ACADEMY’S AUTHORISATION MAY RESULT IN THE ACADEMY REQUESTING THE LOCAL AUTHORITY TO ISSUE A PENALTY NOTICE TO EACH PARENT/CARER FOR EACH CHILD.**

|  |  |  |
| --- | --- | --- |
| **Penalties for unauthorised absence** | | |
| **Timeline** | **One child** | **Two children** |
| Paid within 21 days | £60 per parent | £60 per child = £120 per parent |
| After 21 days and before 28 days | £120 per parent | £120 per child = £240 per parent |
| After 28 days | The parents will receive a summons to appear before the Magistrates’ Court on the grounds that the parents have failed to secure their child’s regular attendance | The parents will receive a summons to appear before the Magistrates’ Court on the grounds that the parents have failed to secure their children’s regular attendance |

|  |  |
| --- | --- |
| Office Use Only: | |
| **Authorised** | **Unauthorised** |
| **Reason holiday authorised/declined:** | | |
| Signed: | | Date: |