

## APPLICATION FOR LEAVE OF ABSENCE

The **Education (Pupil Registration) (England) Regulations 2006** used to allow Headteachers to grant leave of absence for the purpose of a family holiday during term time in “special circumstances” of up to **three** school days leave per year. Headteachers could also grant extended leave for more than **three** school days in exceptional circumstances.

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted. If leave of absence for exceptional circumstances has been denied and you take the child out of school, you may be subject to a warning, Penalty Notice or face prosecution in court.

If leave is taken after permission has been withheld then this will be recorded as ‘unauthorised absence’. This will appear both in the school register and in your child’s report.

### **Amount of Penalty Notice (per parent, per child)**

The amount of the penalty is as follows:-

When paid within 21 days	£60
When paid after 21 days but before 28 days	£120

Any unauthorised leave of absence could result in a Penalty Notice fine being issued. This is £60 if paid within 21 days or £120 if paid within 28 days.

Non-payment of this fine may result in prosecution in the Magistrates Courts, without further warning being issued.

Should a parent/carers, on whom a Penalty Notice is served, fail to pay the full amount of the fine within the specified time, he/she will be liable to prosecution in a Magistrates’ Court where, on conviction, a fine of up to £2,500 and/or a sentence of up to three months in prison may be imposed.

Recent Government Guidance has removed the discretion on Headteachers agreeing to term time holiday requests. Due to the disruptive effect on a child’s education, you are strongly urged to avoid booking a family holiday during term-time. Parents do not have any right or entitlement to take their child out of school for a term-time holiday. Any leave of absence requests will be considered by the school in **exceptional circumstances** and will look at each request individually.

**Should you wish to apply for a leave of absence please  
complete the form overleaf and return it to Student  
Services**

**APPLICATION FOR LEAVE OF ABSENCE**

I request that \_\_\_\_\_ (name of child/children)

be granted leave of absence from Cottenham Village College. Form Group(s) \_\_\_\_\_.

from.....to .....*i.e. the dates your child/children will/may be absent from college.*

Total number of days.....

They will return to college on.....

I wish to take my child out of college because

.....  
.....

I have other children in ..... school(s) and I am also requesting leave of absence for (him/her/them):

Names: .....

(This information will enable us to liaise with other schools in our decision making.)

I understand that leave of absence will only be granted in **exceptional** circumstances. Should this not be granted and I take my child/children out of college, **I am aware that I may be liable to a warning or Penalty Notice.**

Name of Parent/Carer .....

Relationship to Student .....

Date .....

Recommendations re: (including rationale)	Date :	Register Code
Assistant Principal		
Principal		
Date of Response to Letter		