

**MAWSLEY PRIMARY SCHOOL
PUPIL LEAVE OF ABSENCE REQUEST FORM
Information for Parents**

In April 2013, the Government made amendments to the Education (Pupil Registration) (England) Regulations, these came into effect on 1st September 2013. Head teachers are no longer able to grant leave of absence during term time unless there are 'exceptional circumstances', (for example a family crisis, the funeral of a close relative, an entrance exam or an arts performance.) Authorisation for term time absence is at the discretion of the Head teacher and Governors.

If you wish to request a leave of absence for your child you must complete the form below. The form is available from the school office.

A leave of absence taken without authorisation may be referred to Education Entitlement Service. This may result in prosecution proceedings, or a Fixed Penalty Notice. If a Fixed Penalty Notice is issued, a separate Notice would be issued to each parent for each child. The rate is £60 per parent per child if paid within 21 days and rises to £120 if paid between 22 and 28 days. If the penalty notice is not paid each parent may be liable to prosecution at the Magistrates Court, and if proved, each parent may receive a criminal conviction, and/or a fine to the maximum of £1000.

Penalty Notices are issued by Northamptonshire County Council. At Mawsley Primary School, we follow the Northamptonshire Code of Conduct and refer parents when a pupil has a minimum of 10 school sessions recorded as unauthorised in a 6 week school period; a school day is two sessions (morning and afternoon).

Details of Request

Pupil Name/s:	Class:
.....	Class:
.....	Class:

Address:

I request permission for leave of absence for the above named child/ren

Date of application: Absence start date: Date return to school:

Total number of school days missed will be: _____

Please state the exceptional circumstances for this request: -

Number of days requested:

.....

I/We understand that a penalty notice may be issued to both parents if this request is denied and my/our child is absent during this period.

1st Parent / Guardian details

**2nd Parent / Guardian details
(Please complete if parents live separately)**

First name:

First name:

Surname:

Surname:

Address:

Address:

Contact number:

Contact number:

I have read the schools leave of absence policy document (available to view on the school website)

Parent / Guardian 1 signature:

Date:

Parent / Guardian 2 signature:

Date:

FOR HEADTEACHER

Current attendance:

Last year's attendance:

Exceptional reason accepted: YES / NO

Signed:

Date:

For Office Use:

Date letter sent:

Entered on Sims:

Teacher emailed:

Referral completed: