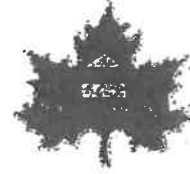




**BARNLSLEY**

Metropolitan Borough Council

Directorate for Children, Young People and Families



Mapplewell Primary School

## Leave of Absence Request Form

*Please read the information on the reverse of this form before its completion.*

Name of child/children

Name of School

.....  
.....

.....  
.....

Dates of requested Leave of Absence

From: ...../...../..... To:...../...../.....

Number of school days missed

Reason for requesting leave of absence:

.....  
.....

**A LETTER FROM AN EMPLOYER MUST BE ATTACHED TO THIS REQUEST FORM IF THE ABSENCE IS DUE TO PARENT/CARER WORK COMMITMENTS.**

Full name and address of parent applying for leave of absence:

.....dob: \_\_\_/\_\_\_/\_\_\_

Full name and address of parent /carer taking the child out of school (if different to the above):

.....dob: \_\_\_/\_\_\_/\_\_\_

Signed ..... Parent / Carer

Date of application ...../...../.....

**If you go ahead with the leave of absence when unauthorised, you may receive a Fixed Penalty Notice issued through the Local Authority. Per child, this will be £60 if paid within 21 days; payment after this time but within 28 days is £120**

**SCHOOL USE ONLY** Date Application Received:

Attendance at time of application: %

## **Leave of Absence in Term Time**

- 1 The Anti-Social Behaviour Act (2003) now gives the Local Authority and School the power to issue fixed penalty fines for unauthorised leave of absence in term time.
- 2 No parent can demand leave of absence as a right.
- 3 Any request for leave of absence must be made in advance.
- 4 Leave of absence cannot be authorised retrospectively.
- 5 The request for leave of absence should be made by the parent /carer "with whom the child normally resides". If this is the parent /carer who is not taking the child out of school, the full name and address of the person who is taking the child out of school must be provided on the form.
- 6 If the request for leave of absence in term-time is made because of the parent /carer's workplace leave arrangements then a letter from the employer explaining why the leave of absence has to be taken in term-time must be attached to this request form on proper letter- headed paper.
- 7 There is no requirement to authorise just because a request has been made. The amendments \* make it clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances.
- 8 The circumstances of each individual request for leave of absence will be taken into account
- 9 The decision to approve / not approve the request is for the school, not the Authority or the parent. Only schools can authorise / not authorise absence.
- 10 There is no statutory threshold of ten days
- 11 If important work has been missed by the pupil due to the parents making a request for leave of absence the parents should not expect special arrangements to be made by the school for that pupil to catch up that work.

\* The Education (Pupil Registration) (England) Regulations 2006

**If you go ahead with the holiday when unauthorised, you may receive a Fixed Penalty Notice issued through the Local Authority. Per child, this will be £60 if paid within 21days; payment after this time but within 28days is £120  
Failure to pay a fixed Penalty Notice will render you liable to criminal proceedings in the Magistrates Court under Section 444(1) of the Education Act 1996.**