

PURFORD GREEN PRIMARY SCHOOL Application for Leave of Absence

Following changes to the 2006 regulations, Headteachers may not grant any leave of absence during term time, unless there are exceptional circumstances.

For further information please refer to the Department of Education website: www.education.gov.uk/schools/pupilsupport/behaviour/attendance/a00223868/regulations-amendments

WARNING

The Education Welfare Service may issue a Penalty Notice to each parent for each child if

- a) you take your child out of school during term time without permission, or
- b) you do not apply for leave of absence in advance of taking it.

The absence will be recorded as unauthorised and the **Penalty Notice of £60** must be paid within 21 days.

If the penalty is not paid within the time scale, the penalty will increase to £120 per parent, per child

If the higher penalty is not paid the Education Welfare Service will then institute legal proceedings against you in the magistrate's court under Section 444 of the Education Act 1996 for failing to ensure your child attends school regularly.

http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/a00208166/penalty-notices

Please complete the information below and return this form to the school office marked for the attention of the Attendance Officer.

Name(s) of child(ren) with D.O.B(s) and year group		Reason for absence:		Date of first day of absence:	
				Date of return to school:	
				Total number of days:	
Signed:			Date:		
For Office Use Only					
Request		Reason(s)		Letter	sent?
Approved					
Not approved					