



Application Form - Pupil's Leave of Absence

Please read the information overleaf before completing this form.

For your request to be considered, the form must be completed and returned to the school two weeks before you plan to leave. All sections of the form must be completed and this will returned to you after the Headteacher has considered your application.

Please note:

No leave will be granted for any child in Year 2 or Year 6.

No leave will be granted for any child who has any 'unauthorised' absences.

Please do not book any flights, tickets, or accommodation until you have received confirmation from school that leave has been authorised.

Name of pupil/s:	Class:
First day of absence:	Date of return to school:
Date submitted to school:	Total school days requested:

Reason for request:

Destination address:

Date you plan to travel: _____ Date you plan to return: _____

(Please note the application will not be considered without all the above information).

We require details of a point of contact. This person will notify us of any changes to your circumstances which may affect the date of your return. We may have to contact them in the event of your child not returning as expected:

Name of contact: _____ Tel No: _____

Address: _____ Mobile: _____

I have read and understand the information above and the guidelines overleaf.

Signed: _____ parent/guardian Date: _____

Print name: _____ Contact No: _____

School to complete		Date form received:	
Previous Absences:	YES / NO	Dates & Reason:	
Previous Unauthorised Holidays	YES / NO	Previous Penalty Notice :	YES / NO
% Attendance :	Last Academic Year:	Current:	
Leave Requested	Authorised	Not Authorised:	Penalty Notice YES / NO
	Signed _____ headteacher		Date _____



Penalty Notice Fines for School Absence are changing.

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for fines issued for unauthorised absence that occurs after 19 August 2024.

Per Parent - Per Child

Penalty Notice fines will be issued to each parent, for each child who was absent.

Eg: 3 siblings absent in term time will result in each parent receiving 3 separate fines.

5 Consecutive Days of Leave In Term Time

Penalty Notice fines will be issued for term time leave of 5 or more consecutive days, and for fewer days where this has happened before.

10 Sessions of Unauthorised Absence

in a 10-week period Penalty Notice fines will be considered when there have been 10 sessions of absence in a 10-week period.

First Offence

The first time a Penalty Notice is issued for Term Time Leave or irregular attendance the amount will be:

£160 per parent, per child when paid within 28 days.

Reduced to £80 per parent per child if paid within 21 days.

Second Offence (within 3 years)

The second time a Penalty Notice is issued for Term Time Leave or irregular attendance the amount will be:

£160 per parent, per child when paid within 28 days. (No option to pay at £80 level)

Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed for Term Time Leave or irregular attendance a Penalty Notice will not be issued. The case will proceed to the Magistrates' court.

Magistrate's fines can be up to €2,500 per parent, per child.

Cases found guilty in Magistrates' Court can show on the parent's future DBS certificate and may impact on job applications and travel abroad. Court prosecutions: Penalty Notices will not automatically be issued, Parents are advised that where the LA considers that a Penalty Notice is not appropriate due to the level of concern about a child's absence, prosecution action may be taken. By law, all Penalty Notice payments go to the local authority and not to schools.



Herrick Primary School Governors and management are unable to authorise any term time absence, unless our view is that there are very exceptional circumstances. We follow the LCC guidelines – requesting Penalty Notices for irregular attendance and unauthorised absence when required.

If permission is granted, copies of airline or travel tickets will be required before you travel. If these are not received, and the child does not return on the date agreed, then the request is no longer agreed.