



Kingsley Primary School
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Leave of absence request form

Unfortunately, due to the Government Directive NO holiday leave will be authorised at Kingsley Primary School. The Headteacher will review exceptional circumstances.

Families with children absent for several days for unauthorised reasons are more likely to receive a fixed penalty notice and families who take children out of school during term time for a family holiday are more at risk of this.

School Attendance Support Service at the Local Authority issue fixed penalty notices. The Penalty Notice is £160 per parent/adult for each child, to be paid within 28 days, decreasing to £80 if paid within 21 days. If the Penalty Notice is not paid within 28 days, the Local Authority may instigate legal proceedings under section 444 (1) of the Education Act 1996. If found guilty of an offence under this Act, parents will receive a criminal record and could be fined up to £1000.

I must also remind you that the Local Authority impose the fixed penalty notice and the school does not benefit financially from this.

If any child has an unauthorised absence longer than 20 school days, they may be taken off the school roll and you would then have to apply for a school upon your return.

Name of child	
Class teacher	
First date of absence from school	
Date of child returning to school	
Destination	
Reason for absence	
Signature of parent/guardian	
Date	

I confirm that the above leave request has been **authorised** for ____ days

I confirm that the above holiday request has been **unauthorised** for ____ days

Headteacher Date