



Kingsley Primary School
 Wallace Road, Northampton
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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.

School Attendance Support Service at the Local Authority issue fixed penalty notices. If you take your child out of school for an accumulative total of 5 days or more (10 sessions) over a period of ten weeks, the school will deem this as irregular attendance and will consider a referral to the Local authority for consideration of legal action. This could include:

- **A Penalty Notice payable up to £160 fine.**
- **Prosecution under section 444 (1) Education Act 1996, where if convicted you may be fined up to £1,000.**
- **Prosecution under section 444 (1) (a) Education Act 1996 where if convicted you may be fined up to £2,500 and/or 3 months' imprisonment.**

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