

## Leave of absence request form for Kingsley Primary School

Unfortunately, due to the Government's Directive **NO** holiday leave will be authorised at Kingsley Primary School.

Exceptional circumstances will be reviewed by the Headteacher.

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

**Fixed penalty notices are issued by Educational Inclusion and Partnership Team at the Local Authority. The Penalty Notice is £120 per parent/adult for each child to be paid within 28 days, decreasing to £60 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 financially benefit from this.

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

|                              |  |
|------------------------------|--|
| Name of pupil                |  |
| Class Teacher                |  |
| First Date of Absence        |  |
| Date Returning to School     |  |
| Destination                  |  |
| Reason for Absence           |  |
| Signature of Parent/Guardian |  |
| Date                         |  |

I confirm that ... days of the above holiday/leave request have been authorised. *(delete as applicable)*

I confirm that ...days of the above holiday/leave request has been unauthorised. *(delete as applicable)*

Headteacher.....

Date.....