



Forest Street, Shepshed,
Loughborough, Leics. LE12 9DA



St. Botolph's CE Primary School

New day endless possibilities!

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REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

Name of child:		Class:
Date of requested absence:	From:	To:
<u>PLEASE NOTE:</u> Since 1st September 2013, schools are no longer allowed to grant leave of absence during term time unless there are exceptional circumstances. All requests are reviewed by the Head Teacher and the Governors. As parents you place yourself at risk of the Local Authority issuing you with a Penalty Notice should the Head Teacher not approve your request for absence and you disregard their decision. For unauthorised leave of absence from August 2024, Penalty Notices will increase to £160 per parent per child (discounted to £80 if paid within 21 days). If there is occasion to issue a second Penalty Notice for unauthorised leave of absence within a rolling 3-year period, it will be issued at the higher rate of £160 per parent per child, with no opportunity to pay at the lower level. A Penalty Notice cannot be issued if there is a third occasion of unauthorised leave of absence in the rolling 3-year period and it is highly likely that the local authority will take direct prosecution action in the Magistrates' Court. If Penalty Notices are not paid, parents may face legal action through the Magistrates Court and if found guilty receive a criminal record and fine of up to £1000. You must submit requests for leave of absence at least two weeks prior to the first day your child will be absent. If you have a child who attends a <u>different school</u>, please provide their details below: Childs name: _____ School: _____ Please indicate the exceptional circumstances as to why this holiday could not take place in the course of the normal school holiday pattern: Please continue overleaf if necessary		
Signed:	Parent/Carer/Legal Guardian	Date:

For Office Use only

Approved/Not approved (delete as appropriate)

Signed:

Head Teacher

Chair of Governors