

**Application for Authorised Absence, Other Than Through Illness**

This form is to be completed by the Parent/Carer and forwarded to the Headteacher at least 10 working days before the period of absence.

Parents no longer have the right to remove children from school for reasons other than illness. In accordance with legislation, absences can only be authorised in exceptional circumstances. Please refer to our attendance policy for further details.

Name of child/children	
Dates of absence	
Exceptional circumstances requiring absence during term time:      	
<p><b>I understand that taking my child out of school will result in work being missed and will affect the learning and achievement of my child.</b></p> <p>Signed : _____ Date : _____</p> <p>(with parental responsibility)</p>	
<p><b>Separated Families</b></p> <p>When parents are separated, leave of absence cannot be granted unless both parents with parental responsibility agree to the request being made. A parent in education law is biological parents, any person with parental responsibility and also a person who has care for a child (this would include step-parents or adults living with the child). Any fines issued will be per parent, per child.</p> <p>Please obtain signature of the child's other parent here:</p> <p>Signed : _____ Date : _____</p> <p>(with parental responsibility)</p>	

**For Office Use Only**

**Application for Authorised Absence, Other Than Through Illness P2**

This form is to be returned to the parent in advance of the dates of absence requested.

Permission received from both parents in the case of separated families

Letter received from employer if request for work reasons

Absence authorised by school

Absence unauthorised by school

Reasons:

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**Warning: A fixed Penalty Notice may be issued by the Local Authority if you choose to take unauthorised term time leave of absence.**

- **The first time a Penalty Notice is issued 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 the amount will be £160 per parent, per child when paid within 28 days (no option for lower fine amount).**
- **A third or further offences (within 3 years) Where a third offence is committed a penalty notice will not be issued. The case is likely to proceed to Magistrates' court. Magistrate's fines can be up to £2500 per parent, per child.**