School application for leave of absence during term time

Iford Academy

Parents/carers must ask permission for their child to be absent during term time, and it is at the Headteacher's discretion to decide if the absence will be authorised. The Headteacher may authorise absence for leave only in exceptional circumstances. If leave is taken without permission, or no application is made, parent/carer(s) risk being issued with a Penalty Notice or being prosecuted on their return. Parent/carer(s) wishing to apply for their child to have leave from school should complete this form and return it to Iford Academy for consideration.

PARENT/CARER(S) SECTION (to be completed first)					
Child's name:					
Date of birth:		**Year group:**		**Class / tutor group:**	
Parent(s)/carer(s) name(s):					
Child's address: **Include parent's address if different from child:**					
Telephone number:		**Email address:**			
Reason for request:					
Date of first day of absence:			**Date of return to school:**		
Please submit form to School attendance team via email or post.					

SCHOOL SECTION (to be completed by school attendance team) (Please return a copy of this form to the parent/carer after consideration)			
Leave in term time request (delete as appropriate):	(i) **approved** …… days	(ii) **not approved** …….. school days	
Reasons (optional):			
Should the request not be approved, but the leave still taken, the Headteacher will decide whether grounds are met to refer to BCP for prosecution. Further information can be found in the BCP Code of Conduct, available on the BCP website. A Penalty Notice could be issued in lieu of a prosecution by BCP Council on your return, incurring a fine of £80 if paid within 21 days, or £160 if paid within 28 days. If this is a second fine for the same child within any three-year period, this will be charged at the higher rate of £160. Fines per parent are capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered. **If the Penalty Notice is not paid BCP Council will consider prosecution proceedings under s.444(1) or 444(1A) Education Act 1996. If convicted, sanctions can include a fine of up to £2,500 and a prison sentence of up to 3 months, and you will have a criminal record.** **Please note that Penalty Notices can be issued per parent, per child.**			
Headteacher's signature		Date:	