

**APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE
FROM SCHOOL DURING TERM TIME**

Pupil's Name Tutor Group/Class

Home Address

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I wish to apply for my child to be absent from school during the following dates:

Date of Last day at School Date of Return to School

Total number of school days missed

Could you please explain the circumstances that make it necessary to have a holiday in term time?

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Do you expect to be taking any more term time holidays this academic year?

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I am making an application for my child named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a Penalty Notice or a Summons for irregular school attendance.

Name of Parent/Carer making application

Signed

Date

**PLEASE RETURN COMPLETED APPLICATION FORM TO YOUR CHILD'S
SCHOOL GIVING AT LEAST 4 WEEKS' NOTICE OF INTENDED ABSENCE**

**Please do not book your holiday until you know that the school will authorise your
child's absence**

Office Use Only: Authorised / Unauthorised

Parents' rights to remove children from school for term time holidays ended

For many years parents in England have had the right to remove children from school in order to take them on a family holiday or for exceptional circumstances.

This right was embedded in the The Education (Pupil Registration) (England) Regulations 2006.

However the Coalition government is changing these regulations and is issuing the Education (Pupil Registration) (England) (Amendment) Regulations 2013.

These amendments, as described below, will come into force on 1st September 2013.

Term-time holiday

The old regulations allow head Teachers to grant leave of absence for the purpose of a family holiday during term time in “special circumstances” of up to ten school days leave per year. Head Teachers can also grant extended leave for more than ten school days in exceptional circumstances.

The Coalition Government’s amendments to the 2006 regulations removes references to family holiday and extended leave as well as the statutory threshold of ten school days.

The amendments also make clear that head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head Teachers are required to determine the number of school days a child can be away from school if the leave is granted.

Amendments have also been made to the 2007 Regulations in the Education (Penalty Notices) (England) (Amendment) Regulations 2013. These amendments, as described below, will come into force on 1st September 2013.

The 2007 regulations set out the procedures for issuing penalty notices (fines) to each parent who fails to ensure their children’s regular attendance at school or fails to ensure that their child is not in a public place during the first five days of exclusion. Parents must pay £60.00 if they pay within 28 days, or £120.00 if they pay within 42 days.

Amendments to 2007 regulations will reduce the timescales for paying a penalty notice. Parents must from 1st September 2013, pay £60.00 within 21 days or £120.00 within 28 days. This brings attendance penalty notices into line with other types of penalty notices and allows local authorities to act faster on prosecutions.