



Brickhouse Primary School Guidance for the Completion and Return of Leave of Absence Forms 2024-25

When planning a Leave of Absence from school, the attached form **MUST** be **fully** completed **by the person the child lives with.** For example, if the child lives with mum, but dad who lives at a different address is taking the child on the absence, mum needs to complete the form.

You will need to complete all sections on the front of the form, particularly the section where you may feel you have an exceptional circumstance for the absence. Mr Newby will always take this into consideration when deciding if the absence can be authorised.

Please note **the top section on the back** **MUST** be completed, stating all adults with parental responsibility of the child. This includes biological parents, but also any adult living with the child taking on the role of a parent, eg a step parent or the partner of a biological parent.

This form must be returned to school at least **10 school days** before the Leave of Absence is due to begin.

School will respond in writing to you within 5 school days to inform you if your request has been authorised or unauthorised. **If the form was not fully completed, or was provided to school less than 10 days prior to the holiday, the request will be unauthorised.**

This confirmation will be sent to you via post, so please ensure that all of your contact information is up to date in the school office.

Any unauthorisation of a leave of absence request can lead to a Penalty Notice being issued.

From September 2024:

- *For a first absence within a 3 year period this is for **£80 per parent per child**, increasing to **£160 per parent per child** if not paid within 21- 28 days.*
- *A 2nd leave of absence within a 3 year period is **£160 per parent per child**.*
- *A 3rd leave of absence within a 3 year period will lead to the **prosecution of each parent** for the offence instead of a penalty notice.*

This fine is issued by Sandwell, our Local Authority.

If you have any questions with regard to completing this form then please contact Mrs. Debney, in the first instance.