

Schools Attendance Support Service

Leave of Absence Request

Before completing this form, please read the Guidance Notes for Parents

Section A: Child's Details

All sections must be fully completed – Please complete a separate Leave of Absence Request for each child

School			
Child's Name		Date of Birth	
Child's Address			

Section B: Reason for Leave of Absence – THIS MUST BE COMPLETED

I would like to request a Leave of Absence for the above-named child:

First date of Absence from school		Last date of Absence from school	
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Head Teachers can only authorise a Leave of Absence Request if they consider that the detail and information you provide is an exceptional circumstance. You **MUST** provide all the details and information you would want the Head Teacher to consider in deciding if your request can be granted.

By signing this application, I understand and agree the following:

1. I have read the Leave of Absence Request Guidance Notes and understand if the Head Teacher declines the Leave of Absence, the school can request issue of a Penalty Notice (a fine of up to £160 in respect of each child) and I/we may be subject to further legal proceedings in the Magistrates Court.
2. I am a Parent/Carer with whom the child 'normally resides'.
3. I understand it is the Head Teacher's decision as to what is and what is not an "exceptional circumstance" and I should discuss any questions I have regarding the decision made by the Head Teacher prior to the absence starting.

Parent/Carer Applicant PRINT NAME	Mr/Mrs/Ms/Miss (delete as appropriate)	Date of Birth	
Parent/Carer Applicant SIGNATURE		Date	
Relationship to pupil		Parent / Carer Telephone No.	
		Parent / Carer Mobile Tel No.	

Please turn over for Section C

Section C: Additional Parent/Carer(s) / siblings

Please enter details of the parent/carers responsible for taking the child out of school

Parent/Carer FULL NAME	Mr/Mrs/Ms/Miss (delete as appropriate)	Date of Birth	
Address (if different from pupil's home address)			
Relationship to pupil			
Parent/Carer FULL NAME	Mr/Mrs/Ms/Miss (delete as appropriate)	Date of Birth	
Address (if different from pupil's home address)			
Relationship to pupil			
Siblings: <i>Please complete if any siblings (brother/sisters) attend another school</i>	Name	School	Date of Birth

Request for Penalty Notice – SCHOOL USE ONLY – all sections of form must be completed

Date LOA received		Date applicant advised of outcome	
How applicant was advised of outcome (e.g. verbally, telephone, email, meeting)			
Who Should Penalty Notices be issued to? See Leave of Absence Guidance Notes – Section C			
Decline letter sent to Parent/Carer(s) and copy attached	☐		
Attendance Summary/Certificate attached	☐		
Data Collection Sheet attached	☐		
I have read the Leave of Absence Request – Guidance Notes and understand that once requested and issued a Penalty Notice cannot be withdrawn other than in the circumstances detailed.			☐
Agreed by Head Teacher	Date	Signature of Head Teacher	
Referral to Schools Attendance Support Service	Date		
Referrer Name	Position in School		
Referrer E-Mail Address			

Please send your completed form via MOVEit
T3335595_AS_SCHOOLNAMELOA-CHILDDINITIALS

Guidance Notes for Parents

Under the Education (Pupil Registration) (Amendment) Regulations 2013 absence **may not** be authorised unless:

- (a) An application has been made in advance to the Head Teacher by a Parent/Carer with whom the pupil normally resides (lives with most of the time); and
- (b) The Head Teacher, or a person authorised by them, considers that Leave of Absence should be granted due to the exceptional circumstances relating to that application.

It is only a parent '**with whom the child normally resides**' (lives with most of the time) that can apply for a Leave of Absence for their child. A parent/carers who does not live with the child **cannot** apply for a Leave of Absence.

Parents/carers should ensure that any Leave of Absence application is made **in advance** of any Leave of Absence to be taken.

Parents/carers should ensure that they know if their Leave of Absence application has been authorised by the Head Teacher **before** planning, booking, or paying for anything in relation to that Leave of Absence application. It is your responsibility to check school holiday dates. Please check with your school.

Parents/carers should ensure they provide the Head Teacher with **all** details and information they would want the Head Teacher to know in deciding if a Leave of Absence can be authorised.

It is at the Head Teacher's discretion to decide if the detail and information provided by a parent/carers can be considered as an 'exceptional circumstance' and agree if any Leave of Absence can be authorised. Schools operate in conjunction with the Local Authority to adhere to National Guidance.

Disagreements between parents/carers(s) and schools in relation to what is and is not an 'exceptional circumstance' cannot be considered by the Schools Attendance Support Service. You will need to discuss this with your school directly.

If a Leave of Absence is not authorised and the child is then absent from school, the Head Teacher can request that the Schools Attendance Support Service issue parents/carers(s) with Penalty Notices.

The Schools Attendance Support Service can only issue Penalty Notices for Leave of Absence following receipt of a request to do so by the school.

Penalty Notices are issued based on the information and detail provided by the school and in accordance with the Penalty Notice Code of Conduct <https://www.sandwell.gov.uk/schoolattendancepenalty>

Once issued, a Penalty Notice cannot be 'withdrawn' unless it meets the criteria detailed in Paragraph 34 of the Code of Conduct.

With effect from 19th August 2024, there is a change in how Penalty Notices will be issued:

The fine for school absences across the country will be £80 if paid within 21 days, **or** £160 if paid within 28 days.

In the case of repeated fines, if a parent receives 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 will be capped to two fines within any three-year period. Once this limit has been reached, other action / prosecution will be considered.

Unpaid Penalty Notices may result in Parents/Carers(s) being prosecuted under Section 444(1) and fined up to £1,000 per Parent/Carer per child plus Court costs. If a history of offences exists, parents may be prosecuted under Section 444(1A) Education Act 1996 and the court can impose fines up to £2,500 per child, order payment of the prosecution costs, impose a Parenting Order and/or sentence parents to a period of imprisonment of up to 3 months. This reflects the seriousness of unauthorised absence from school.