

Application for Leave of Absence



Please read the notes overleaf before completing this form

The school must be notified in advance of any leave of absence.

Names of pupils at Sandringham Primary School	Class / Year	Name of siblings at other schools	School Attending

Parents' Full Names	DOB	Address & Contact Number

Leave of absence start date	
Leave of absence end date	
Return to school date	

Reason for leave of absence request:

Signature: _____ (Parent/Carer) Date: _____

Has a leave of absence been taken before	YES	NO
If YES please give details (dates/reasons) of any previous leave absence taken		

FOR OFFICE USE ONLY

Date Received: _____ Principal's Decision: Authorised? Yes / No

Date Processed: _____ Issue FPN? Yes / No

Previous leave of absence: Yes / No

Compulsory School Age: Yes / No

Signature: _____ (Office) Signature: _____ Date: _____



Notes for Parents

Application for Leave of Absence 2024-2025

Please complete the Form overleaf and return it to school as soon as possible.

A leave of absence must be completed in advance for any absence from school.

The Education (Pupil Registration) (England) Regulations 2006 (Amended September 2013/August 2024) state that Headteachers/Principals may not grant any leave of absence during term-time unless there are exceptional circumstances. The Principal determines whether an absence should be authorised or not and we may ask for further information in support of this request. However, any absence from school will affect your child's overall percentage of attendance in school. All schools are expected to restrict leaves of absence to the specific circumstances set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024.

The Department for Education does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

If your child is of non-compulsory school age, we do still expect the same procedures to be followed when notifying us of a planned absence.

Any absence which does not meet the criteria of being '**an exceptional circumstance**' will be marked as an unauthorised absence and as such you may be at risk of receiving an Education Penalty Notice. Please be aware that **BOTH** parents/carers are at risk of receiving an Education Penalty Notice for **EACH** child of the family with a period of unauthorised absence from school in line with **Section 23 of the Anti-Social Behaviour Act 2003**.

Penalty notices must be issued in line with the Education (Penalty Notices) (England) Regulations 2007 and the Local Authority Code of Conduct. Please note that as of 19th August 2024, this guidance has changed from previous years.

If an Education Penalty Notice is issued the penalty is **£160 per Parent/Carer per Child** when the payment is made within **28 days**. This will **reduce to £80** per parent/Carer per child if paid within **21 days**.

If a parent/carers receives a **second** penalty notice for the **same child** within any **three year period**, this will be charged at a flat rate of **£160 per parent per child** payable within 28 days.

Fines per parent/carers will be **capped** to two fines within any three-year period for the same child. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. **This will often include considering prosecution, but may include other attendance legal interventions.**

Any monies paid to the Local Authority via fines does not go to school and is only used by the Local Authority to cover the cost of administering the system and to fund attendance support.

Any absence taken during term-time impacts on the child's education and reduces chances of success. Absence in the weeks prior to SATS tests will also disrupt revision and omit the reassurance that school staff can provide during the preparation period.

Absence taken at the beginning or end of the academic year can also have a negative impact on transition and assessments.