Reinwood Junior, Infant & Nursery School

'LEAVE OF ABSENCE' FORM

Dear Head teacher

I request permission for my child(ren) to be absent from school **during term time**:

Name:		Class:		Juniors		Infants		Nursery	
Name:		Class:		Juniors		Infants		Nursery	
Name:		Class:		Juniors		Infants		Nursery	

From …… To …… (inc). Total school days requested: ☐

REASON for requesting term time ABSENCE:	
If travelling abroad, which country & any other details relating to travel we need to be aware of:	

I understand the following (FOR EACH SCHOOL) …

- That permission can only be granted under exceptional circumstances.
- That should the absence not be authorised by the Head Teacher, the absence will be recorded as unauthorised, and a penalty notice may be issued, incurring a fine (£80 per parent, per child if paid within the first 21 days, increasing to £160 if paid after 21 days but within 28 days.)
- **The national threshold of 10 sessions (equivalent to 5 school days) of unauthorised absence for any reason in a rolling period of 10 school weeks. This may result in a penalty notice being issued.**
- That failure to pay the penalty notice could result in the local authority commencing legal proceedings against you for the offence of not ensuring your child's regular school attendance. If found guilty, you may be fined up to £1,000 and you will receive a criminal record.
- Parents who repeatedly take their children on unauthorised leave of absence may be directly prosecuted under Section 444 of the Education Act 1996. If found guilty sanctions can include a fine of up to £2,500 (Level 4) and a prison sentence of up to 3 months.
- If I remove my child(ren) from school for an unauthorised absence, the school has the right to remove the child(ren) from the school register and may give the place(s) to another child/other children.
- Prolonged absence from school can have a detrimental effect on my child's education and although this absence may be authorised, it will still affect the child's overall figures.

Signed by parent/s		Print name:	
Relationship to child:		Date:	

The requested absence has been:

Infant & Nursery School		**AUTHORISED**	…… **Signed: Mrs M Symonds** (Head Teacher)	…… **Date:**	**Penalty Notice***	
		UNAUTHORISED			**Yes**	**No**

Junior School		**AUTHORISED**	…… **Signed: Mrs E Eastwood** (Head Teacher)	…… **Date:**	**Penalty Notice***	
		UNAUTHORISED			**Yes**	**No**

*Penalty Notice – If this is ticked/circled Yes, then the school/s will be sending notification to the Local Authority which could result in a penalty notice being issued. You will receive notification from Kirklees Council to whom fines will be payable. The penalty notice will be issued to **both** parents. 1st occasion: £80 if paid within 21 days, £160 if paid within 28 days. 2nd occasion within 3 years £160 per parent per child to be paid within 28 days, no reduced rate available. 3rd occasion within 3 years no penalty notice, the case goes straight to the Magistrates Court. Magistrates' fines can be up to £2,500 per parent per child. Cases found guilty can show up on a Parents DBS certificate, due to failure to safeguard a child's education. A prison sentence may also be given.

Office Use: Signed copy sent to parent ☐ **Register updated** ☐ **Penalty Notice document completed:** ☐