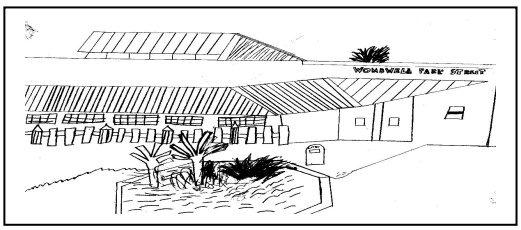
BARNSLEY
Metropolitan Borough Council
Directorate for Children, Young People and Families



Leave of Absence Request Form

Please read the information on the reverse of this form before its completion

I wish to apply for my child to take leave of absence during term time. I understand that this will result in work being missed and will make every effort to ensure that it is copied upon return.

Name of child /children **Name of School**

…….. ……...

…….. ……...

…….. ……...

…….. ……...

Dates of requested Leave of Absence
From: ….. /…. /…. To:..…./…./ ..... Number of school days missed ☐

Reason for requesting leave of absence: …….

……..

……

A LETTER FROM AN EMPLOYER MUST BE ATTACHED TO THIS REQUEST FORM IF THE ABSENCE IS DUE TO PARENT/CARER WORK COMMITMENTS.

Full name and address of parent applying for leave of absence:

……dob.:___/___/___

Full name and address of parent /carer taking the child out of school (if different to the above):

……dob.:___/___/ ___

Signed ……..Parent / Carer
Date of application ……./…..…/……..

If you go ahead with the leave of absence when unauthorised, you may receive a Fixed Penalty Notice issued through the Local Authority. Per child, this will be £60 if paid within 21days; payment after this time but within 28days is £120

SCHOOL USE ONLY **Date Application Received**

Attendance at time of application = %

Leave of Absence in Term Time

1 The Anti-Social Behaviour Act (2003) now gives the Local Authority and School the power to issue fixed penalty fines for unauthorised leave of absence in term time.

2 No parent can demand leave of absence as a right.

3 Any request for leave of absence must be made in advance.

4 Leave of absence cannot be authorised retrospectively.

5 The request for leave of absence **should** be made by the parent /carer "with whom the child normally resides". If this is the parent /carer who is not taking the child out of school, the full name and address of the parent /carer who is taking the child out of school **must** be provided on the form.

6 If the request for leave of absence in term-time is made because of the parent /carer's workplace leave arrangements then a letter from the employer explaining why the leave of absence has to be taken in term-time **must** be attached to this request form on proper letter- headed paper.

7 There is no requirement to authorise just because a request has been made. The amendments * make it clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances
See Code of Conduct /Guidance relating to Leave of Absence

8 The circumstances of each individual request for leave of absence will be taken into account

9 The decision to approve / not approve the request is for the school, not the Authority or the parent. Only schools can authorise / not authorise absence.

10 There is no statutory threshold of ten days

11 If important work has been missed by the pupil due to the parents making a request for leave of absence the parents should not expect special arrangements to be made by the school for that pupil to catch up that work.

* The Education (Pupil Registration) (England) Regulations 2006

If you go ahead with the leave of absence when unauthorised, you may receive a Fixed Penalty Notice issued through the Local Authority. Per child, this will be £60 if paid within 21days; payment after this time but within 28days is £120 Failure to pay a fixed Penalty Notice will render you liable to criminal proceedings in the Magistrates Court under Section 444(1) of the Education Act 1996.