



# HONYWOOD SCHOOL

## APPLICATION FOR LEAVE OF ABSENCE FORM DURING TERM TIME

### UPDATED SEPTEMBER 2024

Taking your child out of school during term time could be detrimental to their educational progress. THERE IS NO ENTITLEMENT to parents/carers to take a child out of school during term time. However, you may apply to the school for leave of absence in exceptional circumstances.

Agreement to each request is at the discretion of the Headteacher (The Education (Pupil Registration) (England) (Amendment) Regulations 2013). If the absence is not authorised and the leave is taken, the matter will be referred to the Local Authority who may issue a Penalty Notice for £160 (or £80 if paid within 21 days) to each parent/carer for each child taken out of school. Failure to submit a leave of absence request will result in the absence being unauthorised and a referral to the Local Authority who may again issue a Penalty Notice as above.

**Please note: If you have previously received a Penalty Notice for a previous offence the second time a Penalty Notice is issued for unauthorised absence the amount will be £160 per child, per parent. The third time an offence is committed a Penalty Notice will not be issued and local authorities will need to consider other available measures to address the absence concerns. This may mean that cases are presented before a Magistrate's Court. Prosecution can result in criminal records and fines of up to £2,500. Cases found guilty in the Magistrates' Court can show on the parent's future DBS certificate due to 'failure to safeguard a child's education'.**

**Please attach a letter outlining the special or exceptional circumstance for which a term time holiday is being applied for. If this is not provided, the school will be unable to authorise the request.**

NAME OF CHILD:	
COHORT OF CHILD:	
FIRST DATE OF ABSENCE	
DATE OF RETURN TO SCHOOL	
NUMBER OF DAYS REQUESTED	
LETTER ATTACHED	

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

#### SCHOOL USE ONLY

ABSENCE APPROVED	YES/NO
FIXED PENALTY NOTICE TO BE ISSUED	YES/NO

SIGNED \_\_\_\_\_