



Policy Doc Ref : April 2018

Approved Absence

Date

Unauthorised

Date

Headteacher : Alan Gray

## Application for authorised student absence

**IMPORTANT:** Changes in legislation make clear that Headteachers cannot grant leave of absence during term-time for a family holiday/event, unless there are exceptional circumstances. If your child is absent from school because of a holiday/event which has not been agreed, this will be classified as an unauthorised absence and you may be fined or legal action taken against you.

If you feel that the circumstances are exceptional then an application should be made to school, prior to any arrangements made. The Headteacher will then decide whether or not the absence can be authorised.

Under section 444 of the Education Act 1996, schools are empowered to issue Fixed Penalty Notices to the parent/carer of a child who has irregular school attendance, where the absence is unauthorised by the school. A Fixed Penalty Notice imposes a fine of £60 (per child) paid within 21 days and £120 if paid between 21 and 28 days. If the fine is not paid within 28 days, the parent/carer may be prosecuted in a Magistrates Court for the offence under S 444(1) of the Education Act 1996.

Student Name

Tutor Group

Dates of leave of absence

From :

To :

Briefly explain below the exceptional circumstances :

Signature : (Parent/Carer)

Name in full

Address

Postcode

Mobile number

For office use only

Signature :

(Student Services)

Date