

Leave of Absence Form

I have parental responsibility for the following student and I am requesting authorisation for them to be absent from school as detailed below:

CHILD'S NAME			CLASS	
ABSENCE DATES	FROM / /	TO	 / / (Inclusive)	
TOTAL SCHOOL DAYS TO BE ABSENT:				
REASON THAT THIS ABSENCE IS BEING REQUESTED DURING TERM TIME:				
Signature of Parent/Carer			Date	 / /
Name(s) of brothers/sisters in other schools:				
Name(s):		School:		

(PARENTS/CARERS PLEASE ALSO COMPLETE YOUR PART OF THE REPLY SECTION BELOW)

REPLY SECTION

CHILD'S NAME			CLASS	
ABSENCE DATES	FROM / /	TO	 / / (Inclusive)	
HEADTEACHER'S DECISION				
☐	Your request is authorised on this occasion as I have deemed this absence to be exceptional circumstances.			
☐	Your request is NOT authorised on this occasion as it is not exceptional circumstances (**please read information below relating to new laws effective August 2024)			
Signature:			Date	 / /
(If not the Headteacher' s signature then the person signing this form is authorised to do so.)				

*** As of August 2024, the law ceases to include a leave of absence for a family holiday. A leave of absence should not be granted unless there are exceptional circumstances. Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance. Head Teachers are only empowered to approve a leave of absence when it is requested in advance by the parent or carer with whom the child resides and when circumstances of the requested leave are 'exceptional' As this request does not meet the criterion of 'exceptional circumstances', I am unfortunately unable to authorise this absence.

Should you still choose to take this leave of absence with your child during this period the Local Authority will be informed as this will constitute an unauthorised absence. A Fixed Penalty Notice will then be issued in accordance with section 444 of the Education Act 1996.

[School Attendance | Cheshire West and Chester Council](#)

PLEASE BE AWARE

The law stipulates that the current penalties payable by parents are £160 if paid within 28 days reducing to £80 if paid within 21 days per parent/carers per child. The National Framework for penalty notices introduces a new national limit of 2 penalty notices that can now be issued to a parent for the same child within a rolling 3-year period. If a second Fixed Penalty Notice is issued to the same parent for the same child, within three years of a first Fixed Penalty Notice, the second Fixed Penalty Notice is charged at a flat rate of £160 if paid within 28 days.

Once two Fixed Penalty Notices have been issued, if a 3rd unauthorised leave of absence occurs within a 3-year period, the Local Authority is able to move to prosecution immediately. If the fixed penalty is not paid this could lead to you being prosecuted in the Magistrates' Court.

If you feel this decision has not taken into account any relevant exceptional circumstances, please contact the school immediately for further discussion.