

REQUEST FOR TERM TIME PUPIL LEAVE

HOLIDAY/EXCEPTIONAL CIRCUMSTANCES REQUEST

Name of Child: _____

Year Group: _____

I would like to request permission for holiday/exceptional circumstance leave for my child

Outline of circumstances:

The leave I am requesting for my child is planned
from _____ until _____ resulting in a total absence of ____ school days.

Signature of parent: _____

Date: _____

HEADTEACHER USE ONLY

AUTHORISED ABSENCE

UN-AUTHORISED ABSENCE

Signature of Head Teacher _____

Date: _____

Absence – Fixed Penalty Notice Information

From 1st September 2017, the Local Authority has reinstated fixed penalty notices.

The Fixed Penalty Notice payment is a fixed amount for the duration of the unauthorised leave of absence. (5 school days or more). The amount of the penalty is £60 per parent/carer per child if paid within 21 days. If the payment is after 21 days but within a maximum 28 days, the penalty payment is £120 per parent/carer.