



## Request for leave during term time application form

Please note, with effect from 19<sup>th</sup> August 2024 the Government has made changes to penalty notice fines for school non attendance. In line with Worcestershire County Council Policy, unauthorised absence may be subject to a penalty notice fine, per parent, per child of £160 if paid within 28 days, reduced to £80 if paid within 21 days for a first time absence.

If a second period of unauthorised absence occurs within a 3 year timescale, this is subject to a penalty notice fine, per parent, per child, of £160 to be paid within 28 days.

Failure to make payment of penalty notices issued may lead to court proceedings.

The third period of unauthorised leave of absence incurred within 3 years of the first penalty notice issued; a further penalty notice will **not** be issued. If suitable, the matter will be presented to the Magistrates' Court under S4441 Education Act 1996. Cases found guilty in the magistrates Court could result in a fine up to £1,000 per parent, per child, and will also hold a criminal record for failing to secure regular attendance.

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**To: The Headteacher of (School):** ..... **Date:** .....

**I request consideration for leave of absence during term time for:**

**Name of Child: (full name)** ..... **DOB:** .....

**First date of absence:** ..... **Last day of Absence:** .....

**Please state reason for leave (include any exceptional circumstances you wish to be considered):**  
*Please continue overleaf if required.*

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.....

**I have (an)other child(ren) in (an)other school(s) as follows:**

**Full Names and school attended:** .....  
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**Signature of 1<sup>st</sup> Parent/carer:** ..... **Print Name:** .....

**Address:** .....

**Signature of 2<sup>nd</sup> Parent/carer:** ..... **Print Name:** .....

**Address:** .....

***After consideration, the Headteacher will write to you to confirm whether the absence will be authorised or not.***

**For Office Use Only**

Number of school days applied for: ..... Absence request agreed/Not agreed

Reason.....

Signed (Headteacher) ..... Date: .....

Notification of decision letter sent to parent(s): Date: .....