



REQUEST FOR LEAVE OF ABSENCE

Amendments to The Education (Pupil Registration) (England) Regulations 2006 make it clear that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances and that Head Teachers should determine the number of days a child can be away from school if the leave is granted. Should a leave of absence be taken without prior authorisation, a Penalty Notice may be issued by the Local Authority. The Penalty Notice is £60 per parent, per child if paid within 21 days and £120 per parent, per child if paid after this date but within 28 days.

Failure to pay the Penalty Notice could result in the Local Authority starting legal proceedings against you for the offence of failing to ensure your child's regular attendance at school.