



**BARNSLEY**  
Metropolitan Borough Council

Directorate for Children, Young People and Families



**Penistone Grammar School**  
Achieving Excellence through a Values Driven Education  
**Never Stop Flying**

## Leave of Absence Request Form

*Please read the information on the reverse of this form before its completion*

I wish to apply for my child/children to take leave of absence during term time.

**Name of child /children**

**Name of School**

.....	.....
.....	.....
.....	.....
.....	.....

**Dates of requested Leave of Absence**

From: ..... /..... /..... To:...../...../ ..... Number of school days missed

Reason for requesting leave of absence: .....

.....

.....

**If the absence is due to parent/carer work commitments a letter from an employer must be attached to this request form.**

**Full name and address of parent applying for leave of absence:**

.....dob.:\_\_/\_\_/\_\_

**Full name and address of parent /carer taking the child out of school (if different to the above):**

.....dob.:\_\_/\_\_/\_\_

**Signed .....**Parent / Carer

Date of application ...../...../.....

**If you go ahead with the leave of absence when unauthorised, you may receive a Penalty Notice issued by the Local Authority. The penalty will be £60 per child if paid within 21days; payment after this time but within 28days is £120**

**SCHOOL USE ONLY**

Date Application Received

Attendance at time of application = %

## **Leave of Absence in Term Time**

- 1 The Anti-Social Behaviour Act (2003) provides the Local Authority, Schools and Academies the power to issue penalty notice fines for unauthorised leave of absence in term time.
- 2 No parent can demand leave of absence as a right.
- 3 Any request for leave of absence must be made in advance.
- 4 The request for leave of absence **should** be made by the parent /carer “with whom the child normally resides”. If this is the parent /carer who is not taking the child out of school / academy, the full name and address of the parent /carer who is taking the child out of school/academy **must** be provided on the form.
- 5 There is no requirement to authorise just because a request has been made. The amendments under 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\*.  
  
\*See Code of Conduct /Guidance relating to Leave of Absence
- 6 The circumstances of each individual request for leave of absence will be taken into account on a case by case basis.
- 7 **The decision to approve / not approve the request is for the school / academy, not the Authority or the parent. Only schools / academies can authorise / not authorise absence.**
- 8 If important work has been missed by the pupil due to the parents making a request for leave of absence the parents should not expect special arrangements to be made by the school/ academy for that pupil to catch up that work.

**If you go ahead with the leave of absence when unauthorised, you may receive a Penalty Notice issued by the Local Authority. This penalty will be £60 per child if paid within 21days; payment after this time but within 28days is £120**

**Failure to pay a fixed Penalty Notice will render you liable to criminal proceedings in the Magistrates Court under Section 444(1) of the Education Act 1996.**