



Principal: Mrs D. Mitchell - BA Hons, SLA, NPQH
 Crewe Road ~ Haslington ~ Crewe ~ CW1 5SL 01270 581327
admin@haslington.cheshire.sch.uk

REQUEST FOR LEAVE OF ABSENCE IN TERM TIME

You have requested Haslington Primary Academy’s permission for leave of absence to be taken during term time. Before such authorisation is considered please complete the form below and return to Haslington Primary Academy’s Office. Completion of the form does **not** guarantee the leave of absence will be authorised.

The 2013 regulation amendments make clear that head teachers may not grant any leave of absence (holiday) during term time unless there are exceptional circumstances. The amendments give parents no entitlement to take their child out of school for a holiday in term time. The Principal and the Governing Body will determine what the exceptional circumstances are.

Child’s Name:		Class:
Date of Leave of Absence		
From:		To:
Parent/Carer) Signed:		Current Date:

Please give a brief description/reason for asking for leave of absence in term time below. (If appropriate, attach a letter with detailed information, including destination if going on holiday.

Evidence as to why the leave is required must also be submitted, e.g holiday invoice, wedding invitation etc):

It is important to have read and understood Haslington Primary Academy’s policy on attendance.

TAKING YOUR CHILD OUT OF EDUCATION WITHOUT HASLINGTON PRIMARY ACADEMY’S AUTHORISATION MAY RESULT IN THE ACADEMY REQUESTING THE LOCAL AUTHORITY TO ISSUE A PENALTY NOTICE TO EACH PARENT/CARER FOR EACH CHILD.





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Please see the penalties for unauthorised absence.

Penalties for unauthorised absence		
Penalty Notice fines will continue to be issued per parent per child. For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.		
First Offence	Second Offence	Third Offence
The first time a Penalty Notice is issued for term time leave or irregular school attendance the fine will be charged at: £160 per parent, per child if paid within 28 days of the issue, reducing to £80 per parent, per child if paid within 21 days . (Unpaid penalty notices may result in a parental prosecution)	Where it is deemed appropriate to issue a second penalty notice to the same parent for the same pupil within 3 years of the first penalty notice, for either term time leave or irregular attendance the second penalty notice will be charged at: £160 if paid within 28 days . (Unpaid penalty notices may result in a parental prosecution)	On the third time that an offence is committed within 3 years of the first penalty notice for either a term time leave or irregular attendance a penalty notice will not be issued. The case may proceed to Parental Prosecution under the Single Justice Procedure. If found guilty of the offence of 'Failure to send a child to school' the Magistrates can impose a fine up to £1000 or legal proceedings under Section 444 (1a) can include a fine of up to £2500 .

Office Use Only:	
Authorised	Unauthorised
Reason holiday authorised/declined:	
Signed:	Date:

