

APPLICATION FOR TERM-TIME LEAVE

Amendments have been made to the 2006 regulations in the Education (Pupil Registration) (England) (Amendment) Regulations 2013. Attendance at school is expected to be 100% and Principals/Head Teachers may not grant any leave during term-time unless there are exceptional or unavoidable reasons for absence. Such circumstances are defined as rare, significant and short.

If you believe that there are exceptional or unavoidable circumstances that warrant the need to take your child out of school during term-time, please complete this form and return it to the School Attendance Officer, **with supporting paperwork**, providing at least 10 school days' notice.

Please note that leave taken after an application has not been authorised, will be recorded as unauthorised term-time leave on the school register and **will result in the serving of a Penalty Notice by the Local Authority, to each parent/carer, for each child, or possible legal proceedings (see overleaf).**

I/We request that the following student(s) (please include siblings at Hinchingbrooke School)

Name of Student(s)		Year/Tutor Group(s)	
Be granted leave of absence	From		
	To		
Total number of school days absent (excluding weekends etc)	Days		
Are there siblings at another school?	Yes	No	
Name of Sibling(s)		Sibling(s) School(s)	

I/We need to take my child(ren) out of school during term-time because (please give as much details as possible):

APPLICATION FOR TERM-TIME LEAVE CONTINUED

In the case of travel, please name the parent(s) or carer(s) who will be accompanying the student:

Parent(s)/Carer(s):

Print Name

Signature

Date

Print Name

Signature

Date

E-mail address of parent(s)/carer(s) for response to be sent to:

PENALTY NOTICE

If a pupil takes unauthorised term-time leave for 10 consecutive sessions or more (generally 5 days) they will be subject to a Penalty Notice. The fine for a penalty notice is £80 per pupil, per parent/carers, increasing to £160 if not paid after 21 days but within 28 days for pupils who are statutory school age. If a penalty notice remains unpaid, parents may be the subject of court proceedings for failing to ensure the regular school attendance of their pupil and this could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months per parent.

For second offences of unauthorised term-time leave (10 consecutive sessions or more) within a three-year rolling period, the fine is a flat £160 per parent, per pupil. For the third offence in a three-year rolling period, the referral will be automatically considered for prosecution **in relation to Section 444 Education Act 1996.**

School Use Only

Signature of Attendance Officer			Date	
Permission granted	Yes		No	
Registers noted	Yes		No	
Reply letter sent	Yes		No	