

APPLICATION FOR LEAVE OF ABSENCE



***Please see overleaf for Truancy Penalty Notice Guidance and Information before making an application.**

Name of Child:	Class:		
I am applying for leave of absence for my child from / to:	From:	To:	
Number of school days that will be missed as a result:			
Full names of Parent/Carers making this application:	1. 2.		
Home address of each parent/carer making this application:	1. 2.		
Reason for removal from education and learning:			
This event cannot take place during the 74 days of allocated school holiday because:			
I have removed my child/ren from education and learning previously this academic year:	YES / NO		
I have removed my child/ren from education and learning last academic year:	YES / NO		
I also have children at other schools/settings:	Name of child/ren: Name of school/s:		
I understand that missing education and learning can have an impact on children's achievement, social skills and mental health.	Parent/Carers Signature:		
Date of application:			
OFFICE USE: Headteacher & Governing Board			
*Applications to remove your child from school based education will only be authorised in exceptional circumstances and the number of days authorised will be determined by the Headteacher & Governing Board of the school.			
Having considered this application, my decision is:			
Application Authorised:		Application Unauthorised:	
Signed:	Name: Mrs Katrina Shaer	Role in school: Headteacher	
Additional Information:			

APPLICATION TO REMOVE PUPIL/S FROM SCHOOL EDUCATION AND LEARNING



*If you wish to apply to remove your children from their school based education and learning during term time, you need to complete this form and return it to the school office **no later than 14 days before the application date.**

As parents/carers you have a legal responsibility to ensure your child's regular attendance at school.

Applications to remove your child from their school based education and learning will only be authorised in exceptional circumstances and the number of days authorised will be determined by the Headteacher and Governing Board.

Any absence during term time that is not applied for and authorised by the school will be recorded as unauthorised and will be referred to the local authority Education & Inclusion Service. This may result in a Truancy Penalty Notice fine (TPN) being issued or prosecution under section 444 of the Education Act for failure to secure regular attendance at school (see notes below).

TRUANCY PENALTY NOTICES & PROSECUTION

Unauthorised absence, persistent absence of below 90% or persistent lateness may result in the issue of a Truancy Penalty Notice.

This will be issued to each parent/carer, for each child absent from school. A TPN fine is £60, per pupil, per parent, if paid within 21 days, rising to £120 per pupil, per parent if paid within 28 days.

Failure to pay the Penalty Notice fine within the specified time will result in its withdrawal and will then result in a prosecution under section 444 of the Education Act for non-attendance where the maximum fine is £2,500 and up to 3 months' imprisonment.

In some cases, the TPN process may be withdrawn and move straight to prosecution; if absence exceeds 10 school days or if 2 or more holidays have already been taken.

***Please note that there is no right to appeal and no provision to pay the TPN in instalments.**

'The Isle of Wight Council Code of Conduct states that the 'Education and Inclusion Service on assessment of the Truancy Penalty Notice referral from a school retain the right to not process the request but determine an alternative course of action e.g. for Consecutive days absence in excess of 20 sessions (10 days).' For unauthorised holidays in excess of 20 sessions prosecution under Section 444 Education Act 1996 may be considered..'