



Mill Lane
Batley
West Yorkshire
WF17 6EG

Phone: 01924 477544
E-mail: office@mill-lane.org.uk
Website: www.mill-lane.org.uk

Head Teacher: Miss C Barlow

Application for Leave of Absence of a School Pupil

As a general rule, children should not be absent from school for the purpose of a holiday. Any absence in term time can be both disruptive to your child's learning and to the school. While leave of absence **may** be granted in **exceptional** circumstances, it is entirely the school's decision and is **not** a parental right. Parents will need to demonstrate that the exceptional circumstances relate to the child.

Leave of absence for the following reasons will **not** be authorised:

- Availability of cheap holidays
- Availability of desired accommodation
- Poor weather experienced in the school holiday periods

You should seek the head teacher's permission for term time leave **BEFORE** you make any plans for your child to be absent from school during term time. The school's attendance policy makes it clear that if leave of absence is taken in term time which has **not** been authorised, a Penalty Notice may be issued to each parent of each child. From August 2024, the fine for school absences across the country will be **£80 if paid within 21 days**, or **£160 if paid within 28 days**. Failure to pay the notice could result in the local authority commencing legal proceedings against you for the offence of not ensuring your child's regular school attendance. If found guilty, you may be fined up to £1,000 and you will receive a criminal record.

In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160.

Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered.

If you're prosecuted and attend court because your child hasn't been attending school, you could get a fine of up to £2,500.

Examples of when a Penalty Notice may be issued are:

- If parents have not sought permission from the head teacher before taking their child out of school for Leave of Absence in term time
- If the head teacher has refused the request but the absence occurs anyway
- If the child has not returned to school by the agreed date with no satisfactory explanation

Please refer to the school attendance policy for further information.

Learning through hard work, friendship and fun.



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Quality Standard 2011
GOLD AWARD



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I wish for my child/children _____

Class _____

To be absent from school from ___/___/___ to ___/___/___ (inclusive) for the following reason:

(explain why leave of absence is required during term time)

Parent name _____

Parent address

Signed: _____ (parent/carer)

Date: _____

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