



Kymbrook and Thurleigh Primary Schools Federation
Head teacher Mrs Kathy Augustine

APPLICATION FOR LEAVE OF ABSENCE for EXCEPTIONAL CIRCUMSTANCES

I request that _____ (name of child/children)

be granted leave of absence from Kymbrook Primary School

from (first day of absence) _____

to (first day back at school) _____

I wish to take my child/children out of school because

I understand that leave of absence will only be granted in **exceptional** circumstances. Should this not be granted and I take my child/children out of school I am aware that I may be liable to a Penalty Notice, as stated overleaf.

Signature of parent/carer _____ (date) _____

Please see overleaf.....

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The **Education (Pupil Registration) (England) Regulations 2006** used to allow Headteachers to grant leave of absence for the purpose of a family holiday during term time in “special circumstances” of up to ten school days leave per year. Headteachers could also grant extended leave for more than ten school days in exceptional circumstances.

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted. If leave of absence for exceptional circumstances has been denied and you take the child out of school, you may be subject to a Penalty Notice or face prosecution in court.

Amount of penalty per parent, per child

The amount of the penalty is as follows:

When paid within 21 days	£60
When paid within 28 days	£120

If leave is taken after permission has been withheld then this will be recorded as ‘unauthorised absence’. This will appear both in the school register and in your child’s report.

Kymbrook & Thurleigh Federation have agreed upon consideration of the following when granting any leave of absence from school.

- The time of year when you request leave of absence
- How long the leave will be and how much it will disrupt learning
- Previous similar requests
- How exceptional the circumstances are

Guidance clearly states that leave requested for the following reasons should **not** be authorised:

- Availability of cheaper holidays
- Availability of desired accommodation
- Poor weather experienced during school holiday periods
- Overlap with the beginning of terms