



## **Application for a Leave of Absence**

High Attainment depends on good attendance. Term-time holidays do have a significant impact on achievement and progress and therefore our policy is not to authorise any other than in the most exceptional circumstances. The fundamental principles for defining exceptional are rare, significant, unavoidable and short. By unavoidable we mean an event that could not reasonably be scheduled at another time.

Amendments to the Education (Pupil Registration) (England) 2006 regulations make clear that schools may not grant any leave of absence during term time unless there are exceptional circumstances. Schools should determine the number of school days a child can be away from school if the leave is granted.

If you do wish to request a term time holiday, then please complete the form on the reverse of this document setting out the reasons for the request. Please provide appropriate supporting evidence. Unfortunately, we will not be able to consider any application without appropriate evidence. The Attendance officer will respond with a decision in writing within two working weeks.

Under the revised regulations, Head Teachers no longer have the discretion to agree up to 10 days leave for a family holiday during term time. Head Teachers can only agree a leave of absence during term time in exceptional circumstances. If a holiday is taken during term time without being authorised as described above – then the absence may be referred to the Local Authority who may issue a warning fine or a penalty notice in line with the Nottinghamshire Local Code of Conduct for Penalty Notices Issues In Respect of Truancy and Excluded Pupils

An unauthorised leave of absence of more than 3 days/6 sessions (over a 6 week rolling period) may lead to you being issued with a penalty notice fine which if paid within

21 days is £60

28 days is £120

It is important to note the actual fine is £120. It is reduced to £60 for payment within 21 days and not doubled as some people may believe to be the case.

Where a fine remains unpaid the matter may be enforced at the Magistrates Court. The maximum fine for this offence is £1000 per parent, per child.

[The local Authority will not issue more than two penalty notices per calendar year to any person taking more than two periods of unauthorised absence. Where further absences occur or where the local authority deem it appropriate, enforcement may be dealt with directly by the court.](#)

Please note:

- If you are making a request for more than one child please complete one application for both children.
- Requests for leave of absence due to exceptional circumstances must be made by the parent/carer with whom the student normally resides.
- Authorisation of an absence for personal reasons during term time will only be granted in exceptional circumstances.
- A request for leave of absence should be made well in advance (at least two weeks before the anticipated start date if possible).



**Kimberley  
School**

**The Kimberley School**  
Newdigate Street, Kimberley,  
Nottingham, NG16 2NJ  
**Headteacher:** Mr A George  
**Chair of Governors:** Mr A Mortimer

**Student Name/s:**

**Tutor Group/s**

**First day of absence:**

**Return to school date:**

*Please explain the reasons for the request and attach any supporting evidence:*

**Name of Parent/Carer completing the form:**

**Signature:**

**Date:**

**Telephone:** 0115 938 7000 **Fax:** 0115 938 7001 **Email:** office@kimberleyschool.co.uk **www.kimberleyschool.co.uk**

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