



School: West Leigh Infant School / Backwell CofE Junior School

Head teacher: Nick Webster

Pupil Name:..... Class:.....

I wish to apply for (child's name) to be authorised as being absent

from school from..... to inclusive.

The exceptional reason why the absence needs to be taken in term time is:

.....
.....
.....
.....

Any siblings and schools they attend:

Name:..... School:

Name: School:

Signature of parent: Date:

School Use Only

Specify dates unauthorised:

Specify dates authorised:

Signature of Headteacher: Date:

A personal discussion with you is requested. Please contact the office to make an appointment.

Pupil Absence Request for Exceptional Circumstances

Headteachers may not grant any leave of absence to a pupil during term time unless there are exceptional circumstances. Parents do not have the automatic right to withdraw pupils from school and, in law, have to apply for permission in advance. The school will always want to discuss this with you personally.

Exceptional Circumstances are defined as exceptional significant family events or circumstances, which will be considered on a case by case basis, or forces personnel on leave from a foreign posting. The head teacher will consider every request individually, but circumstances which do not apply include:

- Cheaper holidays in the UK and abroad
- Family Day Trips
- Relatives coming to Visit
- Visiting family and/or friends that have different half term holidays
- Attending family weddings or visits to see family abroad

You are advised not to make any arrangements until your request has been considered by the school. If you withdraw your child without prior permission you can be fined.

Education Penalty Notices are issued to the parents of statutory school age children.

Per parent, per child

Penalty Notice Fines will be issued to each parent, for each child that was absent.

For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.

5 days of term time leave

Penalty Notice Fines will be issued for Term Time Leave of 5 or more days.

10 sessions of unauthorised absence in a 10-week period

Penalty Notice Fines will be considered when there has been 10 sessions of unauthorised absence in a 10 week period.

First Offence	The first time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be: £160 per parent, per child paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days.
Second Offence (within 3 years)	The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be: £160 per parent, per child paid within 28 days.
Third Offence and Any Further Offences (within 3 years)	The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Magistrates' fines can be up to £2500 per parent, per child.

Authorised officers have the discretion to issue a penalty notice without warning where the parent has chosen to take the child on leave during term time without authorisation, or evidence is subsequently found to suggest a child was away from school with the knowledge of the parent and does not meet any of the statutory defences.