Ironstone Academy Trust

REQUEST FOR LEAVE OF ABSENCE IN TERM TIME

Parent/Carer Application Form

PLEASE READ BEFORE COMPLETING THIS FORM

- Headteachers may only authorise leave where exceptional circumstances apply.
- The DfE does not consider absences for leisure or recreation to be exceptional circumstances.
- Every request is considered individually using the information provided on this form.
- Submit all information and any supporting evidence before a decision is made.
- The Headteacher may request additional information where appropriate.

Parent / Carer Details

	Parent / Carer 1	Parent / Carer 2 (if applicable)
Name		
Address		
Relationship to Child		
Does this parent have Parental Responsibility?	☐ Yes ☐ No	☐ Yes ☐ No
Does the child normally reside at this address?	☐ Yes ☐ No	☐ Yes ☐ No
Telephone		
Email		
Signature		
Date		

Child Details

Child's Name			
Date of Birth		Year Group	
Absence Dates Requested			
Return to School Date			
Reason for Request (continue on separate sheet if required)			
If your child has siblings, have other schools been notified?			

Parent Declaration

I understand that this application must include all information that I wish the Headteacher to consider. The Headteacher's decision will be based on the information submitted before the decision is made. I understand there is no internal appeal process, and the Headteacher's decision is final. If leave is refused and the child is absent, the absence will be recorded as unauthorised and may result in a Penalty Notice or legal proceedings.

☐ I confirm I have read and understood the above.

IRONSTONE ACADEMY TRUST

Penalty Notice Information

Offence	Outcome
For a **First offence**	£160 per parent, per child (reduced to £80 if paid within 21 days; otherwise, payable within 28 days).
For a **Second offence** (within 3 years)	£160 per parent, per child, payable within 28 days.
For a **Third and further offences** (within 3 years) A third Penalty Notice is not issued. Instead, the case may be referred directly to the Magistrates' Court for prosecution. If prosecuted and found guilty, parents may face fines of up to £2,500 per parent, per child, and receive a criminal conviction that could result in a criminal record and appear on future DBS checks.	

HEADTEACHER'S DECISION

☐ **LEAVE AUTHORISED due to Exceptional Circumstances**

☐ **LEAVE DENIED**

Headteacher Signature: _____ Date: _____

For Office Use Only.			
Sessions of absence requested:		10 sessions of absence over 10 weeks threshold met?	☐ Yes ☐ No

IMPORTANT INFORMATION

The Headteacher's decision is final; there is no internal appeals process. Decisions will be based only on the information and supporting evidence submitted with this application before a decision is made. Any additional information received afterwards will not be considered. All requests for leave of absence are considered in a fair, consistent and non-discriminatory manner, having due regard to its duties under the Equality Act 2010 and any relevant individual circumstances. This decision is made independently of those of other schools.

Leave of absence during term time may only be authorised where **exceptional circumstances** apply. There is no automatic right for parents or carers to take children out of school during term time, and holidays or other leisure activities are **not** considered exceptional circumstances by the Department for Education.

Applications must be submitted by the parent or carer with whom the child normally resides and should be received by the school at least **one month** before the requested absence wherever possible.

If leave is not authorised and your child is absent, the absence will be recorded as **unauthorised**. The Local Authority may consider issuing a **Penalty Notice** in line with current legislation. All fines are payable to the Local Authority and do not go to the school.

Where a child is absent without authorisation, or leave is taken without prior application, the academy will follow its safeguarding and **Child Missing Education** procedures. This may include referrals to the Local Authority Children's Services and/or the Police where appropriate.

Ironstone Academy Trust requires a Leave of Absence application to be completed for all planned term-time absences, except those due to medical appointments or illness. For medical absences, suitable evidence (such as an appointment letter or card) should be provided so the absence can be authorised.