



CHARLTON KINGS INFANT SCHOOL LEAVE OF ABSENCE REQUEST FORM

TO BE COMPLETED BY THE PARENT(S)/CARER(S)

A Request for Leave during Term Time form must be completed and returned to the School Office if you intend to take your child(ren) out of school during term time. This should be completed **prior** to any absence. **Please ensure you have read our Attendance Policy which you can find [here](#) or visit www.ckis.org.uk/policies - before completion.**

Pupil	
Name	
Date of Birth	
Year	
Class	
First date of absence	
Last date of absence	

Parents – Parent means: all parents, whether they are married or not; any person who has parental responsibility for a child or young person; any person who has care of a child or young person i.e., lives with and looks after the child.			
Name		Name	
Address		Address	
Telephone number		Telephone number	
Email		Email	
Accompanying child during the leave of absence	Yes / No	Accompanying child during the leave of absence	Yes / No
Signature		Signature	
Printed name		Printed name	
Date		Date	

To establish if your reasons for the above absence are for exceptional circumstances, please give as much detail as possible (including your destination). The decision will be based on the information you provide on this form. Please continue with additional information on a separate sheet if required.

Reasons for request:

Information for parents/carers

- Any holiday-related absence taken that includes 10 sessions in 10 weeks, may result in a Penalty Notice.
- The penalty amount is £160.00 (reduced to £80 if paid within 21 days for the first offence) per parent, per child. If a parent receives a second penalty notice within a rolling three-year period the fine is £160 per parent, per child and there is no option to pay the fine at a reduced rate.
- Parents with parental responsibility, and adults residing with the child, including for example, step-parents who have day-to-day responsibility for the child, may be fined, and this applies to each child who is absent.
- If a Penalty Notice is not paid within the time limits set out in the letter to the parent, the Local Authority may proceed the case to court.
- Nationally, Headteachers are: not permitted to approve term-time holidays except in genuinely exceptional circumstances, and are to consider each application for a leave of absence individually before making their decision. The law clearly expects Headteachers to enforce these penalties strictly.



CHARLTON KINGS INFANT SCHOOL LEAVE OF ABSENCE REQUEST FORM

TO BE COMPLETED BY THE HEADTEACHER

Pupil Name	
Date of Birth	
First date of absence	
Last date of absence	

<input type="checkbox"/>	Leave of absence authorised for the dates specified above. Please ensure your child returns to school promptly following the absence.	Signature of headteacher:	Date:
<input type="checkbox"/>	Leave of absence unauthorised for the dates specified above. Should your child be absent on the dates specified above, these dates will be marked as unauthorised.	Signature of headteacher:	Date:
<input type="checkbox"/>	Leave of absence unauthorised for the dates specified above. <u>A Penalty Notice will be issued</u>	Signature of headteacher:	Date:
<input type="checkbox"/>	Other:	Signature of headteacher:	Date:

Parents – Parent means: all parents, whether they are married or not; any person who has parental responsibility for a child or young person; any person who has care of a child or young person i.e., lives with and looks after the child.

Name		Name	
Address		Address	
Telephone number		Telephone number	
Email		Email	
Confirmation letter sent to parent via Seesaw and Paper Copy	Yes / No	Confirmation letter sent to parent via Seesaw and Paper Copy	Yes / No
Date sent		Date sent	

YOUR CHILD'S ATTENDANCE IS CURRENTLY	
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If the absence is unauthorised our records will reflect that you will proceed with this absence on an unauthorised basis, however, should you decide not to take your child out of school at this time, please let us know as soon as possible.