



Request for Leave of Absence during Term Time

Pupils attend school for a maximum 190 days each academic year. Full attendance is vital for your child's educational progress. The school regards absence as a very serious concern and it is a proven fact there is a clear link between poor attendance at school and lower academic achievement (Department for Education (DfE), 2012).

The DfE (2013) state that leave of absence requests for holidays should not be granted. The school will only grant leave in term time in the most exceptional circumstances for which evidence will be requested. Request for leave during term time must be applied for in advance. The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead. The fines will be issued by Redbridge Education Welfare Service.

Pupils full name	Date of Birth	Class
1.....
2.....
3.....
Parents full name		
Mother.....	tel.....	
Father.....	tel.....	
Full address		
.....	
.....	
Reason for absence		
.....	
.....	
.....	
.....	
Date of absence		
From...../..../20..... to...../..../20.....	Total days.	Total sessions
Parent Signature	Date	
.....
<i>I have read and understood the above information</i>		

To be completed by school

Copies of travel arrangements seen: Yes / No

Penalty Notice to be requested: Yes / No

Leave to be: Authorised / Unauthorised

Signature of Headteacher:

Date

Strafford Avenue, Clayhall, Ilford, Essex IG5 0TL

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