



**BARNSLEY**

Metropolitan Borough Council

Directorate for Children, Young People and Families



## Leave of Absence Request Form

*Please read the information on the reverse of this form before its completion*

I wish to apply for my child/children to take leave of absence during term time.

School and year group	Child Name

### Leave of absence dates to be requested

1 <sup>st</sup> date of leave		Last date of leave	
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Number of school days missed

Reason for requesting leave of absence:

Parent 1 Full name and Address		Parent DOB.: __/__/__	
Will children be with this parent on leave of absence?	Yes	No	
Parent 2 full Name and Address		Parent DOB.: __/__/__	
Will children be with this parent on leave of absence?	Yes	No	

- From January 2024 both parents may receive a penalty notice.

**Signed** .....**Parent / Carer** \*Must have parental responsibility or day to day care for named child/ren

**Date of application** ...../...../.....

**If you go ahead with the leave of absence when unauthorised, you may receive a Penalty Notice issued by the Local Authority. The penalty will be £60 per child if paid within 21days; payment after this time but within 28days is £120**

**SCHOOL USE ONLY    Date Application Received**

## Leave of Absence in Term Time

- 1 The Anti-Social Behaviour Act (2003) provides the Local Authority, Schools and Academies the power to issue penalty notice fines for unauthorised leave of absence in term time.
- 2 No parent can demand leave of absence as a right.
- 3 Any request for leave of absence must be made in advance.
- 4 The request for leave of absence **should** be made by the parent /carer “with whom the child normally resides”. If this is the parent /carer who is not taking the child out of school / academy, the full name and address of the parent /carer who is taking the child out of school/academy **must** be provided on the form.
- 5 There is no requirement to authorise just because a request has been made. The amendments under The Education (Pupil Registration) ( England) Regulations 2006 make it clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances\*.  
  
\*See Code of Conduct /Guidance relating to Leave of Absence
- 6 The circumstances of each individual request for leave of absence will be taken into account on a case by case basis.
- 7 **The decision to approve / not approve the request is for the school / academy, not the Authority or the parent. Only schools / academies can authorise / not authorise absence.**
- 8 If important work has been missed by the pupil due to the parents making a request for leave of absence the parents should not expect special arrangements to be made by the school/ academy for that pupil to catch up that work.

**If you go ahead with the leave of absence when unauthorised, you may receive a Penalty Notice issued by the Local Authority. This penalty will be £60 per child if paid within 21days; payment after this time but within 28days is £120**

**Failure to pay a fixed Penalty Notice will render you liable to criminal proceedings in the Magistrates Court under Section 444(1) of the Education Act 1996.**