

Parents of registered pupils have a legal duty under the Education Act 1996 to make sure that children of compulsory school age attend school regularly. Schools are unable to authorise leave during term-time unless under exceptional circumstances and may refer cases to Swindon Borough Council.

If a parent/carer takes their child out of school without permission being granted, this will count as an unauthorised absence on the pupil's record. Unauthorised absence may incur a fine from Swindon Borough Council. There is a risk of a £80 penalty notice, per parent, per child, **or** prosecution through the courts. Any second penalty notice issued to the same parent for the same child within a rolling 3-year period, will be charged at the higher rate of £160 with no option for this second offence to be discharged at the lower rate of £80. If 2 fines have been issued within 3 years, then Swindon Borough Council may consider prosecution through the courts for further reported unauthorised absence as per the Statutory Guidance "Working Together to Improve School Attendance 2024."

A penalty notice can be issued to each parent/carer who is intrinsically involved in the day to day caring responsibilities (including step parents/parent's partners.)

Examples of absence from school that will not be authorised include but are not limited to:

- A holiday
- A leave of absence for recreation or leisure
- Birthdays
- Resting after a late night
- Relatives visiting or visiting relatives

This request should be submitted as soon as it is anticipated: and wherever possible, at least three weeks before the absence. Leave of absence cannot be approved retrospectively.

Please return the form to reception or send to <u>ansteet@abbeyparkschool.org.uk</u> School will respond to your Leave of Absence Request to inform you if this absence has been authorised or unauthorised.





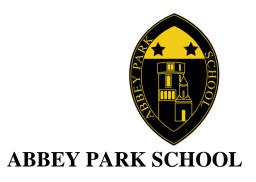






email:admin@abbeyparkschool.org.uk





For completion by par	ent/carer	<u>s</u>					
First name of pupil:				Surname of pupil:			
DOB:				Class:			
Full name of parent/carer:				Relationship to pupil:			
Name of second parent/carer:				Relationship to pupil:			
Address of pupil:				Address of parents/ carer			
Address of second parent/carer if different from above.							
Reason for absence (t	o be comp	oleted by pare	ent/care	er)			
Length of absence: (Number of School Days)			From (date):		To (date):		
Are there any exceptional circumstances?		Yes/No	Evidence Provided		Yes/No		
Is this for a medical reason?		Yes/No	Medical evidence provided		Yes/No		
Will your child miss any national tests or assessments?		Yes/No	Does this proposed absence overlap with the beginning or end of a new term?		Yes/No		
Is the proposed absence during the month of September?		Yes/No	Has your child had a leave of term-time absence in the last 3 years?		Yes/No		

Address whilst absent:

Emergency contact number:

Please give a detailed explanation of any special circumstances for this requested absence.

Parent/

Carer's signature:

The Park
Academies
Trust







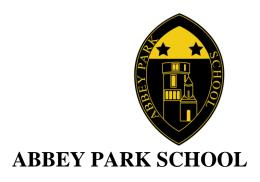


Date:

email:admin@abbeyparkschool.org.uk

Number of days:





## School Section (to be completed, kept by school)

Reason for absence:	Authorised: Yes/No	Unauthorised: Yes/No		
	Number of school days:	Number of school days:		
Absence code used (e.g. O or G)				
Leave of Absence Request reply has been to returned to parents:  Date:	Letter Phone Call Email	Text Meeting		
Any other relevant evidence provided (e.g. death certificate):	Evidence provided:			
Medical evidence provided:	Evidence provided:			
Previous Penalty Notices:				
Any previous LA's the pupil has lived in in the last 3 years:				
DSL Name:	Sign	nature:		
School authorised signatory name:	Sign	nature:		











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