



Halfpenny Lane Junior, Infant & Nursery School

Dream - Believe - Achieve

APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

If you consider you have to take a holiday in term time please complete this form and return to the school at least 14 days before the date you wish to remove your child from school.

Pupil Name Class

Home Address.....

First day of absence Date of return to school.....

Total number of days missed

Reasons for absence
.....
.....
.....

I understand that if the absence request is unauthorised the Educational Welfare Officer may be directed to issue a penalty notice. The penalty fine is £60 per parent per child if paid within 21 days. This rises to £120 if not paid in 28 days and could lead to further proceedings if unpaid. An example of this would be a £240 fine for a family of two children, rising to £480 if not paid straight away.

Name of Parent/Carer making application

Signed Date

(Please ensure you are giving at least 14 days' notice of the proposed absence).

Office Use Only

Date received

Approved: Yes / No Signed Date

Actioned by Date Letter