**REQUEST FOR LEAVE OF ABSENCE IN TERM TIME**

Before completing this form in full we direct you to our website and Attendance Policy. Generally, the Department of Education does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. Any supporting evidence for absence must be supplied at the time this application is submitted.

Student Name …………......…………………………………………………. …………………. Year………………….

Parent/Carer name ……………………………………………………………………………………………………………

Home Address………………………………………………………………………………………………………………….

First day of absence………………………………………. Last day of absence …………………………………………

Total number of school days missed. …. ………………………………………. ………………………………………….

Exceptional circumstances are as follows:

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**I understand that if this absence request is unauthorised and my child is not in school for the dates requested that I will be liable for a fixed penalty notice.**

The first fine is £160 *per parent/carer per child,* if paid within 28 days, reduced to £80 if paid within 21 days.

If a second fine is issued to that parent/carer within a period of 3 school years, the fine is £160 *per parent/carer per child* to be paid within 28 days and there is no reduction if paid within 21 days.

A third penalty notice cannot be issued to the same parent/carer in respect of the same child, within 3 years of the first fine being issued. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action could be taken, such as prosecution.

There is no right of appeal once a Fixed Penalty Notice is issued, so disputes over how an absence is classified must be settled with the school before the absence is taken.

Full details relating to Fixed Penalty Notice amounts and thresholds can be found in the Code of Conduct on the Brighton & Hove City Council website.

Name of Parent/Carer making application………………………………………………………………………………….

Signed….................................................................... Dated…………………………………………………………….

**This form must be sent to your child’s Head of Year either in person or by email at least 2 weeks before your request for leave of absence. You will receive a response in writing regarding our decision.**