**Uplands Infant School**

**APPLICATION FOR EXTENDED ABSENCE**

For your request to be considered this form must be completed and returned at least two weeks before you plan to leave. You must complete all sections. When your request has been considered, you will be informed within 3 working days of the school’s decision. Do not book any flights/ tickets etc. until you have received confirmation from school about whether your request has been granted.

|  |
| --- |
| Name of Student: |
| Class: |
| Address: |

|  |  |  |
| --- | --- | --- |
| Expected first day of absence: | Expected return date to school: | No of days |
|  |  |  |

|  |
| --- |
| Reason for request (why?) |

|  |  |
| --- | --- |
| Destination (where?):  Destination Address & Contact Number: |  |
| Contact Details during absence: | |
| Name: |  |
| Address: |  |
| Contact Telephone Number: |  |

**SCHOOL ATTENDANCE**

**BRIEFING ON CHANGES TO LEGISLATION**

From 1st September 2013, two key changes to the law relating to school attendance came into force. The first relates to the payment of Penalty Notices and the second, to the law around leave of absence/ holiday requests.

**Penalty Notices – Payment Period**

For unauthorised absences, the amount of the penalty to be paid will be:

* £60 if paid within 21 days of receipt of the notice and
* £120 if paid within 28 days.

**Leave of Absence/ Holidays**

From 1st September 2013, the reference in law to the Head Teachers/ Principals being able (at their discretion) to agree up to 10 days of leave of absence has been **removed.** Instead the legal reference has been amended and will be that schools **should not authorise leave** of absence unless:

* An application has been made in advance by the parent with whom the pupil normally resides AND
* The Head Teacher/ Principal considers that there are exceptional circumstances relating to the application.

**Key Points**

* You must complete this form and hand it in to school at least two weeks before your planned leave.
* If absence is taken without authorisation your child may be removed from the roll.
* **Please note**
* **If your child has unauthorised leave of absence you will either be issued with a Penalty Notice of £120 per parent per child (discounted to £60 if paid within 21days), or your case will be referred by the Local Authority directly to the Magistrates’ Court (criminal offence) and could be fined up to £1000 with court costs and victim surcharge.**

I confirm I have read and understood the information regarding consideration of any request.

Signed: ……………………………………………………….. Parent/ Guardian

Print Name: ………………………………………………… Date: ………………….

­­­*Office Use Only:*

Absence is unauthorised / authorised from …………………. To …………………..

Head Teacher:……………………………………………….. Date: ………………….