



Sparsholt C of E Primary School

Leave of Absence Request Form – Exceptional Circumstances Only

Under Government guidelines, schools may only authorise absence during term time in exceptional circumstances. Holidays and financial reasons are not considered exceptional and will be unauthorised. The Local Authority may issue Penalty Notices for unauthorised absences.

If you remove your child for an unauthorised period and it is the belief of the school and Local Authority that you have done this in any way as to avoid being issued a Penalty Notice, the Local Authority reserves the right to authorise the issuing of a Penalty Notice before the national threshold is met.

Penalty Notice Structure (Rolling 3-Year Period)

1st Offence: £160 per child, per parent (reduced to £80 if paid within 21 days)

2nd Offence: £160 per child, per parent

3rd Offence: No further notices; case referred to Magistrates Court. Fine up to £2500 per child, per parent and possible conviction

Section A – Child Details

Child’s Full Name: _____ Class: _____

Year Group: _____

Dates of Absence: From _____ to _____

Total Number of School Days: _____

Sibling’s Name: _____ School: _____

Year Group: _____

We may contact other schools to verify leave requests.

If you are requesting leave for more than two children, please complete an additional form.

Section B – Exceptional Circumstances Explanation

Headteachers are only permitted to authorise absences in *exceptional circumstances*.

Each request is considered individually against strict criteria set by the Department for Education.

Exceptional circumstances are typically rare, significant and unavoidable events that are outside of a family’s control.

Please explain why you are requesting leave during term time and why this cannot be scheduled during the 13 weeks of school holidays. Include details of any specific event, travel arrangements, and why this qualifies as exceptional:

- _____
- _____
- _____
- _____

You are advised not to make any arrangements until your request has been considered and this form is returned to you.



Section C – Parent/Carer Details

Warning: Unauthorised absence may result in a Penalty Notice or prosecution if prior notices have been issued.

Name of Parent Applying: _____

Does your child reside with you? Yes / No

If yes, what % of time? _____

Name of Other Parent with Parental Responsibility: _____

Have you informed the other parent? Yes / No

(They are also liable for any fines/legal action.)

I understand that a Penalty Notice may be issued per parent, per child.

If applying for two children, this may result in four notices.

Date Submitted: _____

Signature of Parent/Carer: _____

Please complete and return this form to the school office one month prior to the leave request date, as per our absence policy.

Section D – School Use Only

Request Approved for ____ days (from _____ to _____)

Personal discussion requested. Please contact: _____

Request Not Approved – Circumstances not deemed exceptional or educational impact too great.

PLEASE NOTE: This leave of absence form serves as a Warning to parent/carer. Any unauthorised absence during this period may be subject to a Penalty Notice OR may result in a prosecution if two previous penalty notices have been issued in a rolling three- year period

Headteacher Signature: _____

Date: _____

Current Attendance Rate: _____