



# Kings Langley School

Unlocking Potential for Life

## APPLICATION FOR LEAVE OF ABSENCE

As a parent/carer, this form must be completed if you want to request leave of absence during term time. Parents/carers should not expect this to be granted as a right. Under the Education (Pupil Registration) (England) Regulations 2006, leave of absence will only be authorised in exceptional circumstances. Permission will not be given if the leave has already taken place. After completing this form please return it to the Attendance Monitoring Officer in the Main Office no less than 4 weeks before the date you want the period of absence to start. Mr Fisher, Headteacher, will respond to you in writing. Please note that the school operates Fixed Penalty Notices as follows.

If a pupil has at least 15 sessions (half day = 1 session) unauthorised absence in the current and/or previous term, including leave of absence where permission has not been requested or had been requested and denied, the Headteacher can apply for a Penalty Notice to be issued by the Local Authority. A fine of £60 is issued if paid within 21 days or £120 if paid within 28 days. Fines can be issued to each parent/carer for each child. Parents can discharge potential liability for conviction by paying the penalty. Failure to pay the fine may result in prosecution for the offence. Should the fine not be paid in full within 28 days, the Local Authority must consider prosecution.

I request that ..... (name of student) in Form ....., who is currently a student at Kings Langley School, be granted leave of absence from ..... to .....

Reason for request and why this cannot be taken during the 13 weeks of school holiday:

.....  
.....

I realise that he/she will have school work to complete during the absence and I will ensure that this is completed.

Name of parent/carer: Mr/Mrs/Ms/Miss .....

Signature: ..... Date: .....

**For office use only: Details of previous absence.**

% attendance since September: ..... % attendance for previous Academic Year.....

Total days holiday since September ..... Total days holiday for previous Academic Year .....

Leave of absence declined/granted.

Signature of Headteacher: ..... Date: .....