Walter Halls Primary and Early Years School

**Request for absence**

**Any child taking an UNAUTHORISED absence in term time may be issued with a £80 Penalty Notice payable within 21 days (or £160.00 within 28 days) per child per parent.**

The current law does not give entitlement to parent(s) to take their child(ren) out of school in term time. We wish to advise therefore of the following penalties/legislation before you submit your request for absence:

* **The first time a referral is made for a Penalty Notice for term time leave or irregular attendance, the amount would be £160 per parent, per child, if paid within 28 days, reduced to £80 per parent, per child, if paid within 21 days.**
* **The second time a referral is made for a Penalty Notice, the amount would be £160 per parent, per child, with no provision for reduction.**
* **The third time a referral is made for a Penalty Notice for term time leave or irregular attendance, a Penalty Notice will not be issued and the case presented straight to Magistrate’s Court.**

###

CHILD’S NAME: CLASS:

CHILD’S NAME: CLASS:

CHILD’S NAME: CLASS:

First date of absence: Last date of absence:

Total number of days absent from school

Please give a full explanation of why you consider the absence request to be an exceptional circumstance

I am aware that the aforementioned charges may be applied and/or I may be contacted by the Local Education Authority Welfare Officer if my child/children’s absence is considered excessive.

Signed (Parent/Guardian\*) Date:

Signed: Date:

Authorised: Yes No

Comments:

FOR OFFICE USE ONLY