Gawsworth Primary School
Leave of Absence Request Form

Pupil Name	**Year Group**

Leave of Absence Dates					
From		To		Total Days	

The exceptional circumstances and reason for requesting leave of absence at this time:

Full name, address of parent(s)/carers applying for leave of absence:

Parent/Carer 1

Name:	Relationship to Student:
Address:	

Signed_____ Date_____

Parent/Carer 2

Name:	Relationship to Student:
Address:	

Signed_____ Date_____

If you go ahead with the leave of absence when unauthorised, any request for legal action will be dealt with under the new National Framework for penalty notices (August 2024). This guidance, published by the Department for Education (DFE) can be read in full here: https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working_together_to_improve_school_attendance_-_August_2024.pdf

Please note that a fixed penalty notice can be issued if a pupil accrues 10 sessions of unauthorised absence within a window of 10 school weeks (A school day contains two sessions, morning and afternoon). This can be any combination of unauthorised absences. The 10-week period can span different terms or even different school years.
A maximum of two penalty notices can be issued within a three-year period. If a third penalty notice is necessary within the same three-year period, legal intervention will take place.

For School Use:			
Date request for leave in term time received			
Current Attendance			
Number of sessions previously taken as leave in term time			
Authorised		Unauthorised	
Signed		Date	
Date decision letter sent to parents			