

HAYFIELD LANE PRIMARY SCHOOL
Application for Leave of Absence 2025 -2026

(Please read the notes overleaf before completing this form)

The Education (Pupil Registration) (England) Regulations 2006 (Amended August 2024) state that Head teacher's may not grant any leave of absence during term-time unless there are exceptional circumstances.

PLEASE READ REVERSE FOR CHANGES IN LEGISLATION/FINES FROM SEPTEMBER 2025

Child's Details			
Pupil Name (in full):		Date of Birth:	
Address (inc Post Code):			
Pupil Name (in full):		Date of Birth:	
Address (inc Post Code):			
Pupil Name (in full):		Date of Birth:	
Address (inc Post Code):			
Parent/Guardian Details			
Parent 1 Name (inc title):		Date of Birth	
Relationship to Pupil:			
Address (inc Post Code):		Telephone number	
Parent 2 Name (inc title):		Date of Birth	
Relationship to Pupil:			
Address (inc Post Code):		Telephone number	
Reason for the Request:			
First Day of Leave:		Last Day of Leave:	
Date to return to School:			
Adult accompanying Pupil:			
Signature of Parent:		Date:	
Headteacher decision and reason for decision:			
Signature of Headteacher:		Date:	

Notes for Parents

Application for Leave of Absence 2025/2026

Please complete the form overleaf and return it to the Headteacher for any application for leave of absence for the Academic year commencing 3rd September 2025 – 20th July 2026. The decision will be based on the [Education \(Pupil Registration England\) Regulations 2006 \(Amended August 2024\)](#). Head teachers should determine the number of School days a child can be away from School **IF** leave is granted and may make the decision following advice from the Local Authority.

Any absence which does not meet the criteria of being '**an exceptional circumstance**' will be marked as unauthorised absence and as such you may be at risk of receiving a Fixed Penalty Notice. Please be aware that **BOTH** parents are at risk of receiving a Fixed Penalty Notice for **EACH** child of the family with a period of unauthorised absence from school in line with **Section 23 of the Anti-Social Behaviour Act 2003**.

*If a Fixed Penalty Notice is issued the penalty is **£80 per Parent per Child** when the payment is made within **21 days**. If payment is made after **21 days** but within **28 days** this will increase to **£160 per Parent per Child**. Failure to pay within **28 days** will result in a summons to appear before the Magistrates Court on the grounds that you have failed to secure your child's regular attendance at School. If the case progresses to Court you may receive a Fine of up to **£1000**.*

In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160.

Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered.

If you're prosecuted and attend court because your child hasn't been attending school, you could get a fine of up to £2,500.

The 2024 change to Legislation states that it is really important that every child attends school for as many of the 380 half day sessions of the school year as possible. It is the responsibility of Parents to ensure that their Children do not take unnecessary time off school.

Any absence taken during term-time destroys the continuity of the child's education and reduces chances of success. Absence in the weeks prior to SATS tests or GCSE's will also disrupt revision and omit the reassurance that school staff can provide during the preparation period.

Absence taken during years 6,7,10 and 11 and at the beginning of the academic year can also have a negative impact on transition and assessments.