



**LAINESMEAD PRIMARY SCHOOL**  
SouthView Avenue. Swindon SN3 1EA  
Telephone 01793 529106 Fax 01793 331990  
Head Teacher Mrs E Painter  
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### **Request for leave of absence during term time.**

Due to the change in Government legislation that came into effect on the 1<sup>st</sup> September 2013, schools are no longer able to authorise absences including holidays in term time unless they are in exceptional circumstances. Cost, employment, extended family illnesses are not deemed as exceptional circumstances.

Requests for pupil leave of absence during term time should be **made in advance** and before any arrangements confirmed or money committed.

Parents/Guardians will need to complete this form prior to any absence. These can be obtained from the school office or the school website.

All requests need to include reasons for the proposed absence and accompanied by supporting evidence. *The school will then review the request **within 5 working days*** and confirm whether the circumstance is deemed 'exceptional' and if the request has been authorised or not.

Schools are unable to give retrospective approval for leave taken. Leave of absence taken before the 5 working days may be marked as unauthorised.

Where leave of absence is granted and authorised, the school will determine the number of days the pupil can be absent from school.

**If an absence is not authorised you may receive a Penalty Notice or face Prosecution through the Magistrates Court by Swindon Borough Council Education Welfare Service. From the 1<sup>st</sup> September 2013 the fine is £60 if paid within 21 days or £120 if paid within 28 days. A Penalty Notice can be issued to each parent for each child. Failure to pay the Penalty Notice could result in prosecution through the courts.**

**Parents' Section (please complete one form for each child)**

Surname of child		First name	
Date of birth		Class	
Surname of parent / carer		First name	
Address of child			
Postcode		Telephone number	
About the request for your child's leave of absence	Reason for taking absence during term time		
	Supporting evidence details (you may attach copies of appropriate documentation)		
Length of absence (school days)		From (date)	To (date)
Signed			Date

**I understand that if this request is deemed unexceptional a Penalty Notice may be issued to each parent for each child, by Swindon Borough Council Education Welfare Service. Alternatively could face Prosecution through the Magistrates Courts. Failure to pay the penalty notice could result in prosecution through the courts.**

**Office use only.**

Exceptional circumstances

Authorised / Unauthorised

Parents notified

Date \_\_\_\_\_

Register amended

Date \_\_\_\_\_

Penalty Notice

Date \_\_\_\_\_