

### Application for leave of absence

**Please note:** Taking your child out of school in term time could be detrimental to your child's educational progress. **This application for absence must be submitted four weeks before the first day of absence, we will not accept retrospective applications.**

Full Name of Child(ren) \_\_\_\_\_

Form Group \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

First date of absence \_\_\_\_\_

Last date of absence \_\_\_\_\_

#### Reason for application

**Please note:** Current Education Regulations state that the Headteacher may not grant leave of absence during term time except in exceptional circumstances. A family holiday in term time **is not** an exceptional circumstance. (Further details are available on the school website [www.hobart.norfolk.sch.uk](http://www.hobart.norfolk.sch.uk) ) \* if the application is to request leave for a student to take part in a sporting event, music exam or activity organised by another group e.g. scouts, please also attach confirmation from the organiser.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Parent/Carer

Parents have a duty to make sure their child(ren) attend school regularly. Taking an unauthorised holiday in term time may lead to the school taking further action, including referral to the Local Authority who may issue a Penalty Notice. A Penalty Notice is a fine of £60 - £120 imposed on parents. It is an alternative to the prosecution of parents for failing to ensure that their child regularly attends the school where they are registered. A Penalty Notice can be issued to each parent liable for the attendance offence or unauthorised absence.