



Application for leave of absence during term time (2026 – 2027)

To be completed by parent/carer

You must have Parental Responsibility and be the parent with whom the child normally lives to complete this form.

Pupils full name (as it appears on their birth certificate):	Class:	Date of Birth:
First day of requested absence:	Last day of requested absence:	Total number of school days:

Please state reason for leave (include any exceptional circumstances you wish to be considered). If the leave is for a holiday, please also state your destination:

Please explain why the leave cannot be taken during the school holidays:

I/We understand that by applying for this leave it will affect my child's attendance and a penalty notice may be issued by Worcestershire County Council. Please see notes overleaf regarding penalty notices before signing this form. **Evidence must be provided for all requests.** This can be emailed to attendance@francheprimary.worcs.sch.uk

Signature of 1st Parent/carer: _____ Print Name: _____ Date: _____

Address: _____

Signature of 2nd Parent/ carer: _____ Print Name: _____ Date: _____

Address: _____

After consideration, Mrs Dixon (Headteacher) will write to you to confirm whether the absence will be authorised or not.

For use in school

Attendance this academic year _____ %	Absence code ____	CT informed: ____/____/26
Authorised days absent _____ Unauthorised days absent _____	Penalty notice Yes/No	Letter home ____/____/26
Attendance last academic year _____ %	Evidence received Yes/No/Requested	Arbor update ____/____/26
Authorised days absent _____ Unauthorised days absent _____		

Application for leave of absence agreed/authorised ☐ Application for leave of absence not agreed/unauthorised ☐ NSSA ☐

Signed: _____ Date: _____

Mrs E Dixon – Headteacher

Reason for not agreeing to leave request: No exceptional circumstances:

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Before making your application please note:

The Law states that parents do not have an automatic right to remove their children from school during term time. Headteachers are also only permitted to grant permission if there are deemed to be exceptional circumstances.

Permission will not be granted for absences such as: holidays, birthdays, day trips.

Evidence is required for **all applications**. Acceptable forms of evidence are a copy of a holiday confirmation, programme/itinerary for dance or sporting events, copy of wedding invitation. This evidence must show the start and end date of your planned application for leave.

Should your child be absent from school prior to or after your planned leave, thus extending the leave period to more than 5 days in a 10-week period, then medical evidence must be provided.

Forms must be submitted at least 4 weeks prior to any anticipated leave

Penalty notices

Penalty notices must be considered by the Headteacher and issued by the local authority where there are more than 10 sessions of unauthorised absence in a rolling 10-week period. This threshold can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks). These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term).

This means that any consecutive or cumulative unauthorised 5-day absence within a 10-week school period will now hit the threshold for school to request a penalty notice to be issued by the local authority.

Penalty notices will be issued per parent per child

A penalty notice will be issued to each parent per child that is absent. For example, a family with 2 parents and 2 children will result in each parent being issued with 2 penalty notices. A penalty notice can be issued to each parent liable for the offence or offences. They should usually only be issued to the parent or parents who have allowed the absence (regardless of which parent has applied for a leave of absence).

Please note there is now an escalation process in relation to penalty notices. This means repeat offences will result in penalty notices will increase in cost to the parent. This is outlined below:

First offence:

The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.

Second offence:

A second penalty notice issued within three years to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.

Third offence:

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution, but may include other tools such as one of the other attendance legal interventions.