



**Hill Top Academy**  
**Application for Leave of Absence 2023 - 2024**  
*(Please read the notes overleaf before completing this form)*



*The Education (Pupil Registration) (England) Regulations 2006 (Amended September 2013) state that Headteachers may not grant any leave of absence during term-time unless there are exceptional circumstances.*

<b>Pupil Name</b> (in full):		Date of Birth:	
Address (inc Post Code):			
<b>Pupil Name</b> (in full):		Date of Birth:	
Address (inc Post Code):			
<b>Pupil Name</b> (in full):		Date of Birth:	
Address (inc Post Code):			
<b>Parent/Guardian Details to be completed</b>			
Parent 1 Name (inc title):		Date of Birth	
Relationship to Pupil:		Mobile Number	
Address (inc Post Code):			
Parent 2 Name (inc title):		Date of Birth	
Relationship to Pupil:		Mobile Number	
Address (inc Post Code):			
<b>Reason for the Request:</b>			
Destination of Holiday booked:			
If you are flying what are the dates and times of your flights:			
First Day of Leave:		Last Day of Leave:	
Date to return to School:			
Adult accompanying Pupil:			
Signature of Parent:		Date:	
<b>Principal's Decision and reason for Decision:</b>			
Signature of Principal:		Date:	

## Notes for Parents

Please complete the Form overleaf and return it to the Principal for any application for leave of absence for the Academic year commencing 5<sup>th</sup> September 2023 – 23<sup>rd</sup> July 2024. The decision will be based on the **Education (Pupil Registration England) Regulations 2006 (Amended September 2013)**. Headteachers 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 **£60 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 **£120 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**.

The 2013 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 GCSEs 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.

### Application for Leave of Absence 2023 – 2024

Child's name	Current attendance %	H	I	Other	Comments:
Child's name	Last Year's attendance %	H	I	Other	Comments:
Child's name	Current attendance %	H	I	Other	Comments:
Child's name	Last Year's attendance %	H	I	Other	Comments:

Office Only