**APPLICATION FORM FOR EXCEPTIONAL PUPIL LEAVE**

Please ensure you have read this form, and the information overleaf before completing this form. Please be sure to complete all sections. For any leave, outward and return flight tickets must be supplied to the school, including proof of the date of purchase.

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| I agree to the conditions outlined on this page and overleaf.  I understand that it is my legal responsibility to ensure that my son / daughter attends school and maintains punctuality.  I have read the schools attendance policy [this can be found on the school website].  I understand that a child’s unauthorised absence can result in court action and ultimately a criminal record for parents.  I understand that this holiday may not be authorised.  I am the person with parental responsibility. | |
| Parent Print name: |  |
| Parent Signature: |  |
| Date: |  |

North Mead Primary Academy is only able to authorise absence if this form is completed and returned to school **4 weeks** before you leave. In the event of an emergency at very short notice, please contact the Attendance Administrator who will refer the request to the principal. An email stating the school’s decision will be sent after this form is handed into the North Mead Primary Academy main office.

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| --- | --- | --- | --- |
| Pupil Name | | Class | Current Attendance %  *(Office use only)* |
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| Proposed Destination: | | | |
|  | | | |
| Dates: | | | |
| First day of absence |  | | |
| Last day of absence |  | | |
| Date return to North Mead |  | | |
| Reason for request | | | |
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| Any other supporting information or mitigating circumstances | | | |
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**EXCEPTIONAL PUPIL LEAVE**

1. Parents can find school term dates well in advance of the start of term on the Leicester City Council Website. Further information regarding school attendance is also available on the North Mead Primary Academy website, the Educational Welfare Service web pages (on the Leicester City Council Website), and on the DFE website.

2. The decision to authorise absence rests with North Mead Primary Academy and once the decision is made, it is final. It is extremely rare that absence is authorised. When considering exceptional circumstances, the Principal will take a pupil’s current attendance into account – a pupil with less than 97% attendance is unlikely to be granted authorised absence, regardless of the reasons for their prior absence.

If your child has an unauthorised leave of absence, you will either be issued with a Penalty Notice of £120 per parent, per child (discounted to £60 if paid within 21 days) or your case will be referred by the Local Authority directly to the Magistrates Court.

Please note, the Local Authority introduced legislation (effective from August 2023 onwards) stating that where a parent advises a school that their child will be absent, due to leave of absence entailing 20 or more school days, and where the school does not agree to authorise that absence, the following applies:

* If your child is not back in school by the 20th school day at the latest, a Penalty Notice is unlikely to be issued and the matter is likely to **proceed to the Magistrates’ Court for prosecution action instead.**
* Where a parent is found guilty, or where the case is proven against the parent, this is **likely to result in a fine, and the parent receiving a criminal record**.  This is because parents have a legal duty to ensure their child attends the school where they are on roll regularly.