

This form should be completed and submitted to the Headteacher within four weeks of the start of the proposed leave of absence. A separate form should be completed for each child that leave of absence is being requested for.

Parents and Carers are directed to the information overleaf in relation to leave of absence and the issuing of fixed penalty fines by the local authority. Under current legislation, schools are now only allowed to authorise leave of absence if satisfied that exceptional circumstances exist.

Name of Child:		Year Group:	
Name of Parent:		Telephone Number:	
Address:			
Start date of proposed leave of absence:			
End date of proposed leave of absence:			
Reasons for request			
Signed:		Date:	
<small>(By signing this form you are confirming you have read and understood the schools legal position with regards to leave of absence request overleaf)</small>			
FOR OFFICE USE ONLY:		Current Attendance: %	
I have considered your request and can advise that I am willing to grant leave for your child to be absent between the above dates			
I have considered your request and can confirm that I am unable to grant leave for the whole of the period requested. Permission is granted for ....., until ..... and your child <b>must</b> return to school on .....			
Having considered your request, I am unable to give permission for the proposed leave of absence			
Signed:		Luke Redfearn (Headteacher)	

## The Legal Position

Schools are now only allowed to authorise leave of absence from school if they are satisfied that there are exceptional circumstances.

The effect of this change means that it is now very unlikely that permission for pupils for leave of absence for holidays will be granted. Schools may also require evidence to be provided before agreeing to authorise any exceptional circumstances.

## Education Penalty Notice

Parents should be aware that if holidays or other leave of absence are taken during term time without permission they can be issued with Education Penalty Notices by the Local Authority.

Education Penalty Notices (EPNs) are fixed penalty fines issued by Stockport Council. Since the start of the 2024-2025 school year new rules the following rules have applied to EPNs:

- For the first fine issued for after the start of the 24-25 school year, the fine is £80 per parent per child if paid within 21 days, or £160 if paid within 28 days.
- If a second fine is then issued to the same parent for the same child within three years of the first fine it will be for £160.
- Subsequent offences - no further fines can then be issued if two have already been issued to the same parent for the same child within the previous three years (starting with the date of the first fine); instead the parent will be prosecuted by the Local Authority in the Magistrates' Court.

## Requests for Leave of Absence

Parents are strongly requested to take holidays during the school holidays. Leave of absence for the purpose of holidays in term time can no longer be granted save in the most exceptional circumstances.

If you wish to request Leave of Absence for any reason, we would ask you to do so in writing to Mr Redfearn (Headteacher) by completing a Leave of Absence request form (overleaf), or making an appointment to see him at least four weeks before the start of the proposed leave.