



REQUEST FOR TERM TIME PUPIL LEAVE

HOLIDAY/EXCEPTIONAL CIRCUMSTANCES REQUEST

Name of Child: _____ Year Group: _____

I would like to request permission for holiday/exceptional circumstance leave for my child

Outline of circumstances:

The leave I am requesting for my child is planned from _____ until _____ resulting in a total absence of ____ school days.

Signature of Parent: _____ Date: _____

HEADTEACHER USE ONLY

AUTHORISED ABSENCE

UN-AUTHORISED ABSENCE

Signature of Head Teacher _____ Date: _____

From 1st September 2024 Fixed Penalty Notices (FPN) issues by Cheshire West & Chester Council will increase:

- The first penalty notice issued to the parent for that pupil will be charged at £160 if paid within 28 days reducing to £80 if paid within 21 days. (this is less than an inflationary rise since 2013)
- Where it is deemed appropriate to issue a second penalty notice to the same parent for the same pupil within 3 years of the first notice, the second notice is charged at a flat rate of £160 if paid within 28 days.
- A third penalty notice must not be issued within a 3-year period. Therefore, in cases where the threshold is met for a third (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.

OFFICE USE ONLY

ARBOR		DIARY		SPIDER	