



Application form for pupil's leave of absence

Please read ALL information before completing this form.

Forest Lodge Academy is committed to promoting excellent attendance and recognises the strong link between attendance and educational outcomes.

For your request to be considered, the form must be completed alongside a letter explaining the full purpose of your leave request and returned to the academy at least two weeks before you plan to leave. Please complete all sections of the form and letter, as your application will not be considered unless **both** parts are sent in. Please note leave of absence is not a parental right.

Leave of Absence – Important Guidance

- Forest Lodge Academy is unable to authorise term-time absence unless exceptional circumstances apply.
- Exceptional circumstances are rare, unavoidable, and unique to the family.
- Evidence (e.g. medical or official documentation) may be requested.
- If permission is granted, copies of travel documentation showing booking dates may be required.
- Any requests during Year 6 SATS week will be unauthorised.
- Parents/carers are responsible for ensuring their child catches up on missed learning.
- The Headteacher's decision is final.
- Communication will be made with you via a letter, meeting or telephone conversation once the Headteacher has considered your application.

Penalty Notices and Legal Action

- **First Offence**

The first time a Penalty Notice is issued for Term Time Leave or irregular attendance the amount will be: £160 per parent, per child when paid within 28 days. Reduced to £80 per parent , per child if paid within 21 days.

- **Second Offence (within 3 years)**

The second time a Penalty Notice is issued for Term Time Leave or irregular attendance the amount will be: £160 per parent, per child when paid within 28 days. (No option to pay at £80 level)

- **Third Offence and Any Further Offences (within 3 years)**

The third time an offence is committed for Term Time Leave or irregular attendance a Penalty Notice will not be issued. The case will proceed to the Magistrates' Court. Magistrate's fines can be up to £2,500 per parent, per child. Cases found guilty in Magistrates' Court can show on the parent's future DBS certificate and may impact on job applications and travel abroad.

Failure to pay, or repeated unauthorised absences, may result in prosecution through the Magistrates' Court, in line with Leicester City Council procedures

Pupil details	
Name of pupil:	Class:
First day of absence:	Date of return to school:
Number of school days absent:	Date form submitted:
Reason for request	
I am requesting authorised leave of absence for my child for the following reason(s): (Please note: holidays, family convenience or financial reasons do not constitute exceptional circumstances.)	
Travel details	
Full destination address:	
Date of travel:	Date of return:
Emergency contact (if travelling)	
Please provide details of a friend or relative in the UK who can be contacted if required. They may be contacted if your child does not return as expected.	
Name:	Relationship:
Telephone Number:	Address:
Parental declaration	
I confirm that the information provided is accurate and I understand:	
<ul style="list-style-type: none"> • Leave of absence will only be authorised in exceptional circumstances • Holidays during term time will not normally be authorised • If leave is not authorised, the absence will be recorded as unauthorised • Failure to return on the agreed date may result in referral under Children Missing Education procedures • Unauthorised absence may result in a Penalty Notice or prosecution 	
Signed:	Date:
Print Name:	Address: