

**SALE HIGH SCHOOL APPLICATION FOR
LEAVE OF ABSENCE DURING TERM-TIME -
ONLY TO BE USED IN EXCEPTIONAL
CIRCUMSTANCES.**



Please note, the school will only grant a request for a leave of absence under exceptional circumstances. As per government guidelines, there is no automatic right for a pupil's leave of absence and in the vast majority of cases, these won't be granted. Holidays during term time won't be authorised.

Excellent attendance is a vital factor in your child's performance at school. Any absence related to requests that are not granted, will be recorded as unauthorised and may incur penalty fines.

Child's Name:

Class:

I wish to apply for my child to be absent from school during the following dates:

Date of first day of absence:

Date of return to school:

Number of day's absence requested:

Please explain the exceptional circumstances that make it necessary to have leave of absence during term time:

I understand that a leave of absence should only be requested under exceptional circumstances.
I understand that if leave of absence is not agreed it will be treated as unauthorised absence and may lead to a penalty notice. The first time a penalty notice is issued for unauthorised absence, the fine amount will be: £80 per parent, per child if paid within 21 days.
If not paid within 21 days, the fine will increase to £160 per parent, per child, payable between the 22nd and 28th day.

Second Offence (within 3 years)

The second time a penalty notice is issued for unauthorised absence, a reduced rate is not available. The amount therefore will be:

£160 per parent, per child – payable within 28 days.

Third Offence and Any Further Offences (within 3 years)

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The third time an offence is committed, a penalty notice WILL NOT be issued, and Trafford Council will consider other legal interventions through either the Magistrates' Court or the Family Court:

These interventions can result in a fine of up to £2,500 per parent, a parenting order and/or an Education Supervision Order amongst other possible outcomes.

Name of parent/carer making application:

Signed:

Class:

**PLEASE RETURN COMPLETED APPLICATION FORM TO THE SCHOOL OFFICE, GIVING AT LEAST 4 WEEKS' NOTICE OF
INTENDED ABSENCE**

You are advised not to take leave of absence until you know that the school will authorise your child's absence.