



APPLICATION FORM FOR EXCEPTIONAL TERM TIME LEAVE

Part 1 – To be completed by the parent/carer

Pupil's Name:	Year/Class
Address:	Date of Birth:
	Land line:
	Mobile:
Email:	
Last day of attendance in school:	
Date of return to school:	
<p>Please give details of the purpose and exceptional reasons for this application of leave in term time and why leave cannot be taken during school holidays. Attach any supporting evidence (e.g travel documents, medical notes etc).</p>	
<p>Please provide the address of where you and your child will be staying during the leave period:</p>	

Part 2 – To be completed by the school office

Tick	
	Form completed accurately
	Supporting evidence for purpose and exceptional reasons of leave in term time including: travel tickets, confirmation, medical notes etc (attach to form)
	% attendance Current: Previous year:
	Any previous leave and dates:

Part 3– To be completed by the Headteacher in accordance with the school's policy.

Tick	<p>This application for leave cannot be authorised.</p> <p>Please consider changing your arrangements. Please see the information below regarding penalty notices. In cases of extended leave from school, your child may be at risk of losing their school place.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">PENALTY NOTICES</p> <p style="text-align: center;">New National Framework for Penalty Notices for poor school attendance and unauthorised leave in term time effective from 19 August 2024.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Per Parent, Per Child</p> <p>Penalty Notices will still be issued to each parent for each absent child.</p> <p>For example – 2 siblings being absent for unauthorised leave in term time, will result in each parent receiving two separate fines.</p> </div> <div style="width: 45%;"> <p>Penalty Notices will be issued for:</p> <ul style="list-style-type: none"> • Term Time Leave: 5 consecutive days or more • 10 sessions of unauthorised absence and/or lateness in a 10 week period <div style="border: 1px solid red; padding: 2px; font-size: small;"> 1 session = 1 session 1 day = 2 sessions </div> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="width: 30%; border: 1px solid gray; padding: 5px;"> <p>First Offence</p> <p>The first time a penalty notice is issued, the amount will be £160 per parent, per child, if paid within 28 days.</p> <p>(Reduced to £80 per parent, per child, if paid within 21 days.)</p> </div> <div style="width: 30%; border: 1px solid gray; padding: 5px;"> <p>Second Offence</p> <p>The second time a penalty notice is issued, the amount will be £160 per parent, per child, if paid within 28 days.</p> <p>(There is no reduction for any early payment.)</p> </div> <div style="width: 30%; border: 1px solid gray; padding: 5px;"> <p>Third Offence</p> <p>The third time a penalty notice is issued, the case will be presented straight to the Magistrates Court.</p> <p>Fines of up to £2500 per parent, per child, can be issued by the courts.</p> </div> </div> <div style="background-color: #e0f0e0; padding: 5px; text-align: center; font-size: small;"> BEHAVIOUR AND ATTENDANCE SUPPORT SERVICE London Borough of Tower Hamlets, Town Hall, 160 Whitechapel Road, London E1 1BJ Email: LBTHAttendance&WelfareServiceAdmin@towerhamlets.gov.uk Telephone: 020 7364 3450 </div> <p style="font-size: x-small; margin-top: 5px;">The best of London in one borough</p> </div>
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	<p>This application for leave has been authorised</p> <p>Leave has been authorised from:</p> <p>Leave has been authorised until:</p> <p>Your child will need to return to school on:</p> <p>If your child exceeds the agreed leave, this will not be authorised and you may be referred to the school Attendance Welfare Advisor (AWA) who will serve a penalty notice. <i>Please note no reminders will be sent during the leave of absence. It is the parent's/carer's responsibility to notify the school of any future changes in circumstances.</i></p>
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Any other comments by Headteacher:	
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Headteacher's signature:		Date:
Parent/carer signature		Date:

Part 4 – To be completed by the school office

Tick		
	Parent contacted by phone/email/in person <i>Circle as appropriate</i>	Date:
	Copy of signed application form given to parent/carer	Date:
	Copy of signed application form uploaded to CPOMS with outcome stated. Include agreed dates of leave if authorised and alert class teachers	Date:
	Attendance letter given to parents	Date: