



Application for Leave of Absence from King's Wood School

Regulation 8 – Education (Pupil Registration) Regulations 1995

Child's name: Class: DOB:

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Child's name: Class: DOB:

Parent's name(s):

Home address:

.....

..... Post code:

Proposed dates of absence From: To:

Date your child will return to school:

If you choose to take the unauthorised holiday I will contact the County Attendance Team Specialist Unit who may issue a penalty notice. This is in line with Section 444 of the Education Act, Local Authority Guidelines and agreed School Policy. Please note that information in regards to term time holidays is available within the schools attendance policy and has been agreed by governors.

The penalty notice may be issued at a fine of £60 per parent/carer, per child if paid within 21 days. This would rise to £120 per parent/carer, per child, if paid between 21 in 28 days and could lead to further court proceedings if unpaid.

Please provide full details of reason for absence:

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Signature of parent: Date:

Having a good education will help to give your child the best possible start in life. If your child is absent for any period, he or she may miss essential elements of their learning programme.

***Please note, parents are expected to take
'family holidays' during school holidays.
Holiday leave during term time cannot be authorised and
may result in a fine being issued.***