



DERBY CITY COUNCIL

APPLICATION FOR LEAVE OF ABSENCE

Important Information For Parents/Carers

A new National Framework for Penalty Notices is being introduced. The regulations will come into effect from the 19th of August 2024. The aim is to improve consistency in the use of penalty notices across England. An increase to the rate of a penalty notice from £120 to £160 if paid within 28 days and £60 to £80 if paid within 21 days. If a second penalty notice is issued to the same parent for the same child within a rolling 3-year period, the notice will be charged at the higher rate of £160 with no option for this second offence to be discharged at the lower rate of £80.

The DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

I wish to apply for leave of absence from school to be granted to:

Name of child: Class/ Form Group:

Dates of proposed absence: From: To:

Reason for Proposed Exceptional Circumstances

.....
.....
.....

Total days requested:

Parent(s) full Name(s) Date of Birth

..... Date of Birth

Address:

Signature of Parent/Carer..... Date of request

Signature of Parent/Carer..... Date of request

Consequences for parents taking children on Leave of Absence during term time which are *NOT* authorised by the school *MAY* result in a Penalty Notice of £160 per parent per child being issued by the Local Authority

For School Use Only

Attendance %		
Interview Offered to Parent/Carer?	Yes/No	Date:
Authorised? Yes/No	Head Teacher	Date
Parent informed by letter?	Yes/No	Date: