



EXCEPTIONAL CIRCUMSTANCE LEAVE OF ABSENCE REQUEST

Head teachers may grant authorised leave in exceptional circumstances only. If you take your child out of school and the absence is not agreed by the headteacher, this will be recorded as unauthorised absence. The school will then notify Herefordshire Council and you may face a fixed penalty notice and/or other legal action.

Childs Name :	DOB:	Class:
Date From/To :		Total Days :
Destination:		Total Sessions:

Parent/Carer details:

Title (Mr/Mrs/Ms/Miss)		
Surname		
Forename		
Date of Birth		
Relationship to pupil		
Address		
Telephone number:		
Email address:		
Pupil resides with:		

Do you have children at Kingstone High School? Yes / No	Name of KHS Student(s):	Will you be requesting the same leave for these students? Yes / No
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Please detail below your **EXCEPTIONAL CIRCUMSTANCES** for this request:

Signature:

Date:



Penalty notice fines will now be issued to each parent, for each child that was absent. For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines. Penalty notice fines will be issued for term time leave of 5 or more consecutive days. Penalty notice fines will be considered when there have been 10 sessions of unauthorised absence within a 10-week period. The first time a penalty notice is issued for term time leave or irregular attendance, the amount will be £160 per parent, per child paid within 28 days. This will be reduced to £80 per parent, per child, if paid within 21 days. The second time a penalty notice is issued for term time leave or irregular attendance (within 3 years) the amount will be £160 per parent, per child, paid within 28 days. There will be no offer of a reduction in rate. The third time an offence is committed for term time leave or unauthorised absences (within 3 years) a penalty notice will not be issued, and the case will be presented straight to the Magistrates' Court. Should you have any queries, please contact the school.

For office use:

Number of days unauthorised this year: _____
year: _____

Number of days unauthorised last

Number of days previously authorised this year: _____
year: _____

Number of days previously authorised last

Attendance this year: _____

Attendance last year: _____

☐

Authorised

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Unauthorised

Reason for decision:

Signed (Headteacher): _____

Date: _____