St James' Church of England Academy
Pokesdown Hill, Christchurch Road
BOURNEMOUTH
BH7 6DW
01202 426696
Email office@stjames.academy

EDUCATION (PUPIL REGISTRATION) REGULATIONS 1995 REGULATION 8
REQUEST FOR LEAVE OF ABSENCE FROM SCHOOL

I request leave of absence for the child(ren) named below from St. James' CE Primary Academy during the period given below:-

Name(s) of child or children

…… Class ……

…… Class ……

…… Class ……

Date of first day of absence …… Date of return to school ……..

Should the request not be approved, but the leave still taken, the Headteacher will decide whether grounds are met to refer to BCP for prosecution. Further information can be found in the BCP Code of Conduct, available on the BCP website. A Penalty Notice could be issued in lieu of a prosecution by BCP Council on your return, incurring a fine of £80 if paid within 21 days, or £160 if paid within 28 days. If this is a second fine for the same child within any three-year period, this will be charged at the higher rate of £160. Fines per parent are capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered.

If the Penalty Notice is not paid BCP Council will consider prosecution proceedings under s.444(1) or 444(1A) Education Act 1996. If convicted, sanctions can include a fine of up to £2,500 and a prison sentence of up to 3 months, and you will have a criminal record.

Please note that Penalty Notices can be issued per parent, per child.

Parents will understand the importance of regular education and it is hoped that requests for absence for holidays will only be made when there is no alternative; therefore some explanatory reasons for the absence should be given below.

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Signed …….. Date ……

Office use only:
Your recent request has been APPROVED/NOT APPROVED for these dates.

Headteacher signature …… Date ……