



**Robert le Kyng Primary School - Application for absence**

Due to the change in Government legislation that came into effect on the 1<sup>st</sup> September 2013, Schools are no longer able to authorise absences including holidays in term time unless they are in exceptional circumstances. Please note that cheaper flights/holidays etc. are not considered exceptional.

If an absence is not authorised you could be at risk of receiving a Penalty Notice.

A Penalty Notice is a fixed fine issued by Swindon Borough Council at the schools request. From the 1<sup>st</sup> September 2013 the fine will be £60 if paid within 21 days of £120 if paid within 28 days. A Penalty Notice can be issued to each parent for each child. Failure to pay the Penalty Notice could result in prosecution through the courts.

**PARENTS SECTION (to be completed first)**

Surname of child				First name	
Date of birth		Class		Date form completed	
Surname of parent/guardian				First name	
Reason for absence					
Length of absence (school days)					
From (date)					
To (date)					
Parent's/Guardian signature					

**SCHOOL SECTION**

Holiday in Term Time	(i) <b>Approved</b> <input type="text"/> school days (ii) <b>Not approved</b> <input type="text"/> school days	<b>Swindon Policy states that any unauthorised absence in Term Time may result in the issuing of a Fixed Penalty Notice.</b>	
Headteacher's signature		Date	
Number of previous applications granted			