



STANTONBURY
SCHOOL

Leave of Absence Request Form

The Department for Education recommends that no term time holidays are granted and therefore as a rule requests for term time leave will not be approved. Any absence where it is believed a holiday has been taken during term time will be marked as unauthorised on the register. The school reserves the right to issue a Fixed Penalty Notice for unauthorised absences from the school.

Name of Student	
Tutor Group	

I wish to take my son/daughter out of school on the following dates and for the following reason;

Dates of Absence	
Reason for Absence	

I/We understand that taking my/our child out of school for an unauthorised reason may result in a Fixed Penalty Notice being issued by Milton Keynes Council. Fixed Penalty Notices are issued to each parent for each child. Fixed Penalty Notices are £60 if paid within 21 days and £120 if paid between 21 and 28 days. If the fine is not paid parents will be prosecuted in the Magistrates Court.

Signed	
Name of Parent/Carer	

Please return forms to School Reception or email absence@stantonbury.org.uk

Here is a link to the Milton Keynes Council website explaining school attendance and the issuing of Fixed Penalty Notices

<https://www.milton-keynes.gov.uk/schools-and-lifelong-learning/information-for-parents/milton-keynes-council-school-attendance>