APPLICATION FOR LEAVE OF ABSENCE

Please read these conditions carefully before completing

Taking your child out of school during term time can be detrimental to their attainment and progress and there are 13 weeks when your child is not at school and the school is closed. The Headteacher is not able to authorise any leave of absence unless there are exceptional circumstances. Family holidays and routine medical appointments do not fall into this category. Please refer to our attendance policy for further details. The Headteacher will consider each application for a leave of absence individually, in line with statutory regulations and advice from the DfE.

If the absence is not authorised and the leave taken anyway, the case may be referred to the Educational Welfare Officer who may issue a penalty notice. Penalty notices are issued to **each parent** of **each child**. The amount of the penalty will be £160 to be paid within 28 days, reduced to £80 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the Attendance Service.

Please complete a separate application for each child. You may be asked to provide details of your holiday e.g. holiday company letter with travel dates.

Name of Child	
Class	
Date of first day of absence / time absent	
Date of return to school	
Number of days requested absence from school	
Reason for absence being taken in term time (continue on reverse of page if more space required).	

I have read and understood the conditions of this application.

Signed:_____ (parent/guardian)

Name: _____ Date: __/__/20__

THIS SECTION IS FOR SCHOOL USE ONLY

Attendance record	**Total Absences**		**Unauthorised Absences**		**Percentage Attendance**	**Unauthorised Marks over previous 100 sessions (50 days)**
	Sessions	**%**	**Sessions**	**%**		**Sessions**
Current Academic year						
Previous Academic year						

If taken, this absence will be

Approved and authorised (due to exceptional circumstances)	
Unauthorised but no further action will be taken	
Unauthorised and referred to the Attendance and Behaviour Service	

Parent Contacted Y / N	Added to Register Y/N
Date Form Received:	

Penalty Notice Fines for School Attendance are Changing!

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for Penalty Notice Fines issued after 19th August 2024.

Per Parent, Per Child

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.

5 consecutive days of term time leave

Penalty Notice Fines will be issued for Term Time Leave of 5 or more consecutive days.

10 sessions of unauthorised absence in a 10-week period

Penalty Notice Fines will be considered when there has been 10 sessions of unauthorised absence in a 10 week period.

First Offence

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.
Reduced to £80 per parent, per child if paid within 21 days.

Second Offence (within 3 years)

The second 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.

Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Magistrates' fines can be up to £2500 per parent, per child.

Cases found guilty in Magistrates' Court can show on the parent's future DBS certificate, due to 'failure to safeguard a child's education'.