



LEAVE OF ABSENCE FROM SCHOOL REQUEST FORM

Child Details

Full Name:	
Class Teacher	

Siblings and Schools, they attend:

Name:		School:	
Name:		School:	
Name:		School:	
First Day of Absence:		Date returning to School:	

Total Number of absence days being requested:	
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Parent/Carer Details:

Full Name:		Relationship:	
Address:			
Post Code:		Telephone Number:	

Reason for requesting your child/ren's absence during School time:

Signed	Parent/Carer	Date	

SCHOOLS RESPONSE:

To:	Parent/Carer		
Your child's current Attendance Rate is: %			
Your request is approved and the absence as set out above is duly authorised			
Your request is NOT approved. Therefore, if your child is absent as proposed above, it will be recorded as <u>unauthorised</u>			
Signed:	Headteacher	Date:	

Please refer to the notes on the back of this letter regarding School Attendance and Fixed Penalty Notice (FPN)

School Attendance: Education Act 1996/Children Act 1989

The Education Act 1996 places a legal duty upon parents to ensure if their child is on roll at a school, they attend the school as required. Failure to do so amounts to an offence under S.444 Education Act 1996. One way of addressing this offence is to offer the parents a time limited opportunity (28 days) in which to accept their liability/guilt for this offence by way of paying a FPN.

Please note, there is no right of appeal to a FPN, and it remains a parent's decision whether to accept the offer and pay the FPN or not. Unpaid FPNs may lead to court action being instigated at the Magistrates Court.

National Threshold

The government has advised Schools and Local Authority's FPNs can be considered to address offences under S.444 Education Act 1996 when there is at least 10 sessions of unauthorised absence within a 10 school week period (each school day is made up of 2 sessions). This period can straddle both school holiday periods and academic years. The absence does not need to be consecutive.

What is a FPN?

It is a Penalty given for unauthorised absence from school, rather than the matter being brought before the courts. It is a time limited offer which lasts 28 days. It is issued per parent, per child. Please note **only** a Head Teacher can authorise absence from school.

Who issues them?

In West Sussex the Local Authority issues them through the Pupil Entitlement: Investigation

Escalation process and Cost of FPNs.

The Government's aim is to reduce the number of unauthorised absences from school as attendance at school has been shown to improve educational outcomes. As such an escalation process has been implemented along with an increase in the cost of a FPN.

- **First Referral** - the first-time unauthorised absence is referred and leads to a FPN being issued, the amount will be £160 per parent, per child if paid within 28 days. Reduced to £80 if paid within 21 days.
- **Second Referral** – the second time unauthorised absence is referred and leads to a FPN being issued the amount will be for £160 per parent, per child, with no reduction offered for early payment.
- **Third Referral** – the third time unauthorised absence is referred a FPN will not be issued and instead either result in the:
 - ✦ Matter being presented directly to the Magistrates Court. A prosecution can result in the parent receiving a criminal record and fines of up to £2,500.
 - ✦ Matter being addressed via an alternative pathway with an Investigating Officer being allocated.