

**Leave of Absence from School Request**

Regular and punctual attendance at school is both a legal requirement and essential for pupils to maximise their educational opportunities. In recognition of this, the law makes it an offence for a parent or carer to fail to secure the regular attendance of their child at a school at which the child is a registered pupil, without good reason or the agreement of the school.

Amendments to the Education (Student Registration) (England) Regulations 2006, in force from 1st September 2013, make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

In exceptional circumstances, when leave of absence is granted, the Headteacher will determine the number of school days a child or young person can be away from school.

**Parents should not plan for their child to be absent from school without gaining prior agreement. Requests for a planned leave of absence under exceptional circumstances should be made at least 15 days in advance of the start date of the requested absence, by completing the Leave of Absence Request Form. The Headteacher cannot retrospectively authorise a planned absence.**

The following will not be deemed to be exceptional circumstances:

• Family holiday

• Availability of less expensive holiday

• Availability of holiday accommodation/travel

• Overlap with the beginning or the end of a term or a half term

In deciding whether to allow parents/carers to take children out of school in term time, the Headteacher will consider factors such as:

• Purpose of absence

• Circumstances of the request

• Amount of time requested

• Nearness of examinations or tests

• Overall attendance record

• Any previous term time holiday absences

Taking holidays in term time will affect a child’s schooling as much as any other absence and we expect parents to support us by not taking children away in school time.

There is **no** entitlement in law to time off in school time to go on holiday.

**Penalty Notices**

In February 2024, the Department for Education published Working together to improve School Attendance. Within this document, in Chapter 6, it lays out the changes to issuing penalty notices to parents and carers of school aged children.

**New two penalty notice limit in a three-year period**

The new national threshold for issuing penalty notices has been set at 10 sessions (5 school days) of unauthorised absence in a rolling period of 10 school weeks.

The three-year rolling period starts for parents and carers when the first penalty notice is issued to them after the 19th of August 2024.

The first Penalty Notices for leave in term time will increase to £160 per parent/carer per child but can be reduced to £80 per parent/carer per child if paid within 21 days.

If a second penalty notice is issued within three years of the first penalty notice, then this will be at a fixed rate of £160 per parent/carer per child, with no reduction for early payment. A third penalty notice cannot be issued within the three-year period; therefore, the county council will deal with any further unauthorised leave through prosecution in the Magistrates Court. If the parent is found guilty, the potential fine is up to £1000.

***Please ensure that you have read and understood the above information, before completing the form below and returning to school.***

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| **Student Details** | | | | | |
| Name: | | | Tutor Group: | | |
| Address: | | | | | |
| Contact numbers: | | | | | |
| Sibling details (please include all children of compulsory school age) | | | | | |
| Name: | | School Year: | | | School: |
| Name: | | School Year: | | | School: |
| Name: | | School Year: | | | School: |
| ***I request permission for my child/ren to be absent from school between: -*** | | | | | |
| Date of first day of absence from school: | Date of return to school: | | | Total number of school days absent: | |
| **Please detail below the reason for your request for absence from school in term time. Any supporting information should be attached to this request. If your request concerns a sporting event, please specify the level your child is participating at and include event details such as venue and times.** | | | | | |
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| Signed: Date:  (Parent/Carer)  Full name: | | | | | |