



Swaffham Prior Church of England Primary School

The Education (Pupil Registration) Regulations 2006, as amended 2013

Request for authorisation of a Pupil Absence Request for Exceptional Circumstances

I wish to apply for (child name):

Class:

To be authorised as being absent from school from: _____ to _____
(inclusive dates)

The exceptional reason why the absence needs to be taken in term time is: *(continue on separate sheet if necessary)*

Please list below any siblings and schools they attend:

_____	_____
_____	_____
_____	_____

Signature:
(parent/carer)

Date:

NB: Amendments to the 2006 regulations (2013) make clear that Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Parents do not have the automatic right to withdraw pupils from school and, in law, have to apply for permission in advance. The school will always want to discuss this with you personally.

Please complete this form and send to the Head teacher. You are advised not to make any arrangements until your request has been considered by the school.

Any absence which has not been agreed in advance by the Head teacher is marked as 'Unauthorised Absence' and may result in a Penalty Notice being issued (see back of form for details of this)

SCHOOL USE ONLY	Specify dates unauthorised:
	Specify dates authorised:
Signature of Head teacher:	
Date:	
A personal discussion with you is requested - Please contact:	
Last academic year attendance	Current school attendance



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Guidance

Education (Pupil Registration) (England) Regulations 2006 has been amended (as of 1 September 2013) to prohibit the proprietor (Head teacher) of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application. The expectation of the Local Authority is that term time holidays should not be planned or booked as a matter of course as they are likely to be **unauthorised** and may lead to the issuing of a penalty notice (fine).

Exceptional circumstances

Are defined as:

- Forces Personnel on leave from a foreign posting
- **Exceptional significant** family events or circumstances – these will be considered on an individual basis with you.

The Head teacher will consider every above request individually but the **following will not meet the criteria:**

- Relatives coming to visit
- Cheaper holidays in England and abroad
- Family day trips
- Visiting family/friends that have different half term holidays and may include refusal to attend family weddings and visits to see family abroad.

Authorised officers have the discretion to issue a penalty notice without warning where the parent has chosen to take the child on leave during term time without authorisation or evidence is subsequently found to suggest a child was away from school with the knowledge of the parent and does not meet the statutory defences mentioned below.

Penalty Notices

If a pupil takes unauthorised term time leave for 10 consecutive sessions or more (generally 5 days) they will be subject to a penalty notice. The fine for a penalty notice is increasing - to £80 per parent, per child. This increases to £160 if paid after 21 days but within 28 days for pupils who are of statutory school age. If a penalty notice remains unpaid, parents may be the subject of court proceedings for failing to ensure the regular school attendance of their child and this could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months per parent.

For second offences of unauthorised term time leave (10 consecutive sessions or more) within a three-year rolling period, the fine is a flat £160 per parent, per child.

For the third offence in a three-year rolling period, the referral will be automatically considered for prosecution in relation to Section 444 Education Act 1996.

These fines will apply to term time leave taken after 19th August 2024. Previous penalty notices from the last 3 years will be taken into account when a period of term time leave is taken after the 19th August 2024. Therefore, if parents have already received one penalty notice in the last three years, they will get a fine of £160 per parent per child for their next one. If they have received two or more in the last three years, they should expect to be referred for prosecution.