

REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

NOTICE TO PARENTS/CARERS

Dear Parents/Carers,

The Department for Education has amended the regulations and guidance in relation to absences in term-time. There is no automatic right to take your child out of the academy during term time.

*From 1st September 2013, the Department for Education will only allow a Head Teacher to grant a leave of absence if there are **exceptional circumstances**.* In determining whether or not an absence in such circumstances can be authorised, it is for the Head Teacher to determine the number of days a child can be away from the academy *if* the leave is granted.

Please be aware that the cheaper cost of holidays during term time is **not** deemed an exceptional circumstance. If the request is due to parent/carer work commitments during academy holidays, please provide a letter from your employer in support of your application. Please note that the academy may contact employers to verify the information supplied.

All absence requests must be completed on the form attached to this notification. Please return the completed form, together with any supporting documentation (e.g. employer's letter), to the academy reception. PLEASE MAKE AN APPOINTMENT WITH THE HEADTEACHER TO DISCUSS YOUR REQUEST. Forms should be returned a minimum of 10 academy days before the start of the absence.

Please note that any absence from the academy for illness immediately before or after a request for leave will be unauthorised without the provision of medical evidence and could result in the whole request for leave being unauthorised. Where a child is absent on the grounds of ill health but a holiday absence is suspected, you may be asked to provide medical evidence or you may receive a visit from our Attendance Officer.

If the absence requested is not considered to be an exceptional circumstance, and you nevertheless take your child out of the academy, the absence will be recorded as unauthorised in line with Education Welfare guidance.

In the case of an unauthorised leave of absence of five academy days or more, for a child who is of statutory school age, the Education Welfare Service will be notified and a Penalty Notice will be issued by the Local Education Authority. Penalty Notice Fines will also be considered when there have been 10 sessions of unauthorised absence in a 10-week period. A session is a morning or afternoon period. Please note that Penalty Notices are issued to ***each*** parent for ***each*** child taken out of the academy. A Penalty Notice is a fine of £160 which is reduced to £80 if paid within the first 21 days. Failure to pay a penalty notice may result in prosecution through the Magistrates Court. The academy does not receive any monies from the issuing of penalty notices as this money goes to the Local Authority.

Please see attached notice re national changes to penalty notices from 19th August 2024. Fines will increase for a second offence within 3 years and for third or further offences, parents/carers will face prosecution at the Magistrates' Court.

Reducing absence from schools/academies is a key priority, both nationally and locally because missing school not only disrupts a child's learning but is also detrimental to a child's long term life opportunities. You may consider some absences to be educational but your child will still miss out on the teaching that their classmates will receive. Children returning from an absence are unprepared for the lessons which build on the teaching they have missed. Teachers then have to give more time to help individual children catch up on missed work. This poses a potential risk of the under achievement of other students in the class. This is something we ***all*** have a responsibility to avoid.

I hope you will support our efforts to raise attendance and attainment at our academy.

Yours sincerely,

Mr S P Bate
Headteacher

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

If, after reading the attached letter, you consider you have exceptional circumstances to request a leave of absence during term time, please complete this form and return it to the academy at least **10** days before the date you wish to remove your child from the academy. **Please make an appointment to discuss your request for leave with the Headteacher.**

Pupil Name(s):.....Class(es):.....

First day of absence:.....Last day of absence:.....

Total number of academy days to be missed:.....

Holiday is to be taken **ABROAD** or in the **UK** (please tick relevant box)

Details of Parent(s)/Carer(s) accompanying child on holiday:

FIRST NAME	SURNAME	HOME ADDRESS

Have you previously requested a leave of absence during this academic year? **YES/NO**
(The academic year runs from September to July)

If yes, please state number of academy days already taken:.....

Exceptional circumstances are as follows: (if None, please state "None"):

In the case of an unauthorised leave of absence of five academy days or more, for a child who is of statutory school age, the Education Welfare Service will be notified and a Penalty Notice will be issued by the Local Education Authority. Penalty Notice Fines will also be considered when there have been 10 sessions of unauthorised absence in a 10-week period. A session is a morning or afternoon period. Please note that Penalty Notices are issued to *each* parent for *each* child taken out of the academy. A Penalty Notice is a fine of £160 which is reduced to £80 if paid within the first 21 days. Failure to pay a penalty notice may result in prosecution through the Magistrates Court. The academy does not receive any monies from the issuing of penalty notices as this money goes to the Local Authority. Please see attached notice re national changes to penalty notices from 19th August 2024. Fines will increase for a second offence within 3 years and for third or further offences, parents/carers will face prosecution at the Magistrates' Court.

SIGNED: (PARENT/CARER):.....DATE: ___/___/___
(Please ensure you give at least 10 academy days' notice of the proposed absence if possible)

HEADTEACHER'S COMMENTS:

AUTHORISED:

Your request has been authorised for the following dates: ___/___/___ to ___/___/___

UNAUTHORISED:

Your request has been unauthorised for the following dates: ___/___/___ to ___/___/___

It is not considered that the circumstances you describe are exceptional. If you proceed to take the absence a Penalty Notice/s will be issued (in the circumstances described above).

SIGNED:..... (HEADTEACHER) DATE: ___/___/___



2022-2025

School penalty notice fines for attendance changes from 19th August 2024

First offence

The first time a Penalty Notice is issued for term time leave or low attendance the amount will be:

£80 per parent per child if paid within 21 days.

£160 per parent per child when paid within 28 days.

Second offence

(within a rolling 3-year period)

£160 per parent per child to be paid within 28 days.

Third offence (and any further offences within rolling 3 years)

The 3rd time a Penalty Notice is issued the case will be presented straight to the Magistrates Court. Fines of up to £2500 per parent per child can be issued.

Note: Cases found guilty in Magistrates Court can show up on parents future DBS certificates as a failure to safeguard a child's education

5 consecutive days of term time leave

Penalty Notice Fines will be issued for term time leave of 5 or more consecutive days.

The LA can issue fines for less than 5 days, under certain circumstances.

10 sessions of unauthorised absence in a 10 - week period

Penalty Notice Fines will be considered when there have been 10 sessions of unauthorised absence in a 10-week period. This can go over school holidays.

Per parent per child

Penalty notice fines will be issued to each parent (including step parents) for each absent child.

For example, 3 siblings absent for leave during term time will result in each parent receiving three separate fines.

