

### **Request for Leave of Absence during term time.**

All schools can grant a leave of absence for exceptional circumstances at their discretion. If a leave of absence is granted, it is for the school to determine the length of time the pupil can be away from school. The Department for Education does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance and therefore these will not be authorised.

### **National Framework for Penalty Notices:**

It is important that parents understand that unauthorised absence may result in an Education Penalty Notice being served. In some circumstances, this may lead to prosecution by the Local Authority. The threshold for an Education Penalty Notice is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. There are two sessions per day. The threshold can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks). These sessions do not need to be consecutive. The period of 10 school weeks can also span different terms or school years.

The first time a Penalty Notice is issued for unauthorised absence, 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

The second time a Penalty Notice is issued for unauthorised attendance within the 10-week period, the amount will be:

- £160 per parent, per child paid within 28 days

The third time an offence is committed within the 10-week period, a Penalty Notice will not be issued and the case will be presented straight to the Magistrates' Court. Prosecution can result in criminal records and fines of up to £2500. Cases found guilty in Magistrates' Court can show on the parent's future DBS certificate due to 'failure to safeguard a child's education'.

Please consider this information carefully before requesting leave. If you still want to request leave, remember it is your statutory responsibility to inform school of the whereabouts of your child / children during term time and the information overleaf must be completed to fulfil this responsibility.

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| Child / Children's name/s and year groups                                               |  |
| 1 <sup>st</sup> day of absence:                                                         |  |
| Return to school date                                                                   |  |
| Total number of school days missed                                                      |  |
| Reason for absence (including holiday destination if relevant)                          |  |
| Please attach any relevant evidence that will help school to make an informed decision. |  |

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| <p>Parental Declaration:</p> <p>I understand the thresholds of absence within the National Framework and that if my application for leave is denied and my child is still absent, both parents may receive an Education Penalty Notice or other enforcement action if these thresholds are met.</p> <p>Name (please print).....</p> <p>Signed: Parent/Carer.....</p> <p>Date.....</p> |
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| <p>FOR SCHOOL USE ONLY:</p> <p>Authorised by..... Date.....Code.....</p> <p>Has the parent / carer been informed that this absence will/ will not be authorised? Y/ N</p> <p>How has the parent / carer been informed?                      Email / Phone call / face to face</p> <p>Parents / carers informed by.....</p> <p>Date informed.....</p> |
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