



## **Application for Leave of Absence from School during Term Time**

Dear Parent or Carer,

All schools, by law, must follow the Department for Education's statutory guidance relating to school attendance. They must use the appropriate national attendance or absence code, and follow the criteria set out within the guidance. The statutory guidance states:

- A leave of absence must not be granted unless there are exceptional circumstances and must be requested in advance
- A leave of absence must be requested in advance by a parent who the pupil normally lives with
- Schools must judge each application individually, considering the specific facts, circumstances and relevant background context behind each request
- Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school
- A need or desire for a holiday or other absence for the purpose of leisure and recreation does not constitute an exceptional circumstance
- A school cannot grant a leave of absence retrospectively. If the parent did not apply in advance, the leave of absence should not be granted

### **PLEASE NOTE:**

All schools are expected to regularly inform parents about their child's attendance and absence, this information can be found on the Parent SIMs app.

Taking your child out of school during term time could be detrimental to their educational progress.

If the absence is not authorised and the leave is taken, schools may refer to the Local Authority for legal action.

**Please find attached a help guide for Penalty Notice Fines.**



St Edward's  
School

### **Helping Parents understand Penalty Notice Fines for School Attendance**

From 19 August 2024, there is a National Framework for Penalty Notice Fines being issued for unauthorised absences recorded by schools.

#### **National Threshold**

A single consistent national threshold for when a Penalty Notice must be considered by **ALL** schools in England,

this is:

- 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period.
- These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence.
- **For example:** a 5-day unauthorised leave of absence would meet the national threshold.
- The 10 school week period can span different terms or school years.

#### **Who may be fined?**

- Penalty Notice Fines are issued to each parent who allows their child to be absent without authorisation from school.
- **For example:** 3 siblings absent for unauthorised leave during term-time would result in each parent receiving 3 separate fines.

#### **First Offence**

The first time a Penalty Notice is issued for unauthorised absence, the fine amount will be:

- **£160 per parent, per child** – payable within 28 days.
- **If paid within 21 days, the fine will decrease to £80 per parent, per child**

#### **Second Offence (within 3 years)**

The second time a Penalty Notice is issued for unauthorised absence, a reduced rate is not available. The amount therefore will be:

- **£160 per parent, per child** – payable within 28 days.

#### **Third Offence and Any Further Offences (within 3 years)**

The third time an offence is committed, a Penalty Notice **WILL NOT** be issued, and the case will be presented straight to the Magistrate's Court.

- Prosecution can result in criminal records and **fines of up to £2,500**.
- Cases found guilty in a Magistrates Court can show on the parent's future DBS certificate (Disclosure and Barring Service) due to a **'failure to safeguard a child's education'**.



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### Request for Leave of Absence in Term Time due to exceptional circumstances

Student's full name	
Student's Date of Birth	
Year Group	
Registration Group	
Student's full address and postcode	

First date of absence	
Last date of absence	
Date of return to school	
Number of school days absent	

If you have also made a request for leave of absence for a sibling(s) please enter their name and school below, otherwise continue to the next section

Sibling	School	School contact number
1		
2		
3		

Please explain why you are applying for an authorised leave of absence during term time, including why you believe these circumstances to be exceptional. **(Further information may be attached to this form).**

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**By completing this section you are indicating that you have read and understood the information at the top of this form regarding the criteria for requesting a leave of absence from school**

Full name of person making request <b>(request must be made by parent child resides with)</b>	
Relationship to child	
Full address and postcode (if different from child's above)	
Contact number	
Signature	
Date	

**School use only:**

Student percentage attendance year to date	
Number of total sessions absent this academic year	
Number authorised	
Number unauthorised	

Request granted	<input type="checkbox"/>
Request not granted	<input type="checkbox"/>
Request not granted. Penalty notice to be issued	<input type="checkbox"/>
Reason request not granted	

Headteacher signature	
Date	

Parent advised of decision	<input type="checkbox"/>
Date	