



Request for Leave of Absence from School in Term Time

Dear Parent/Carer

The 2013 regulation amendments advise that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The amendments give parents no entitlement to take their child out of school for a holiday in term time. We are not in a position to stop you taking your child/ren out of school during term time, however, it must be pointed out that all requests for leave of absence from school will be unauthorised unless the Head Teacher determines the circumstances to be exceptional. Please be advised that repeated unauthorised absences can be liable to Fixed Penalty Notice Fines being issued by the County Council.

Name of child/ren _____ Tutor Group _____

_____ Tutor Group _____

First day of absence: _____ Return to school: _____

Number of days absent _____

Reason for request

Parent/Carer's Signature _____ Date _____

Parent/Carer's Name _____

Please return completed request forms to attendance@hccs.info



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Current attendance _____ % on _____

Agreement reached:

We acknowledge the request for leave of absence during term time from school for the above period but are unable to authorise it. Whilst we appreciate the circumstances, they are not considered exceptional. This absence has been unauthorised. We will refer the matter to the Local Authority and a penalty notice may be issued. You may receive a summons if unpaid within the given timeframe.

We acknowledge and agree with the request for leave of absence during term time due to the exceptional circumstances

SLT Signature _____ dated _____

SLT Comments _____

Attendance code given: _____

Please refer to the document attached for details of the PN process including fines and timelines.

PENALTY NOTICE FINES FOR SCHOOL ATTENDANCE ARE CHANGING !

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force on 19 August 2024.

Penalty Notices will be issued for

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

10 Sessions of Unauthorised absence in a rolling 10 week period: A Penalty Notices may be considered when there have been 10 sessions of unauthorised absences in a 10 week period.

However, we retain the discretion to issue a Penalty Notice before the threshold is met. For example, where parents are deliberately avoiding the national threshold by taking several term time holidays below the above thresholds.

Per Parent/Per Child

Penalty Notice fines will continue to be issued per parent per child. For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.

First Offence

The first time a Penalty Notice is issued for term time leave or irregular school attendance the fine will be charged at:

£160 per parent, per child if paid within 28 days of the issue, reducing to £80 per parent, per child if paid within 21 days.

(Unpaid penalty notices may result in a parental prosecution)

Second Offence

Where it is deemed appropriate to issue a second penalty notice to the same parent for the same pupil within 3 years of the first penalty notice, for either term time leave or irregular attendance the second penalty notice will be charged at:

£160 if paid within 28 days. (Unpaid penalty notices may result in a parental prosecution)

Third Offence

On the third time that an offence is committed within 3 years of the first penalty notice for either a term time leave or irregular attendance a penalty notice will not be issued. The case may proceed to Parental Prosecution under the Single Justice Procedure. If found guilty of the offence of 'Failure to send a child to school' the Magistrates can impose a fine up to £1000 or legal proceedings under Section 444 (1a) can include a fine of up to £2500.