



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: _____





Please refer to the following important information explaining the details of the PN process including fines and timelines.

Penalty Notice Amounts (First, Second & Third Offence)

First Offence

For the first Penalty Notice issued for term-time leave or irregular attendance:

£160 per parent/carers, per child if paid within 28 days

Reduced to £80 if paid within 21 days

(Unpaid notices may result in prosecution)

Second Offence (Within 3 Years of the First)

Where a second Penalty Notice is issued for the same pupil within 3 years:

£160 if paid within 28 days

(Unpaid notices may result in prosecution)

Third Offence (Within 3 Years of the First)

A third offence will not result in another Penalty Notice. Instead:

The Local Authority may escalate the case directly to court.

Magistrates may impose fines of up to £2,500.

Cases may proceed under the Single Justice Procedure, and a guilty outcome can lead to fines of up to £1,000 or up to £2,500 under Section 444(1a).



