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### Request for Leave of Absence During Term-time

We want all children to be happy and successful at our school and believe that good, consistent attendance at school is crucial in giving your child the best chance of success. Taking holidays in term-time can seriously disrupt a child's progress.

From the 1<sup>st</sup> September 2013, **new legislation does not give any entitlement to parents to take their child on holiday during term time**. Parents must prove that any application for leave of absence must be in exceptional circumstances and that the circumstances warrant the granting of leave of absence. Parents can be fined by the Local Authority for taking their child on holiday during term time without consent from the school. Fine payments from August 2024 are £80 per parent, per child to be paid by the 21<sup>st</sup> day increasing to £160 per parent, per child by the 28<sup>th</sup> day. If the fine is unpaid it will be processed to court for prosecution. If a second fine is issued for the same child within 3 years it will immediately cost £160 per parent per child. If a 3<sup>rd</sup> absence occurs a fine will not be issued but the local authority may place the matter before a court. Magistrates may issue a fine of up to £2500

*Please complete Section 1 below and submit it to the School Office, **two weeks prior** to the intended absence.*

#### **Section 1 – to be completed by Parent / Guardian**

Child's First Name(s)	Surname (s)	Teacher / Class
<b>Please explain the exceptional circumstances surrounding your request for Leave of Absence during term time:</b>		
<b>Last Day in School Prior to Absence:</b>		
<b>Date Expected to Return to School:</b>		
<b>Total Number of Days Absent:</b>		
<b>Signed (Parent/Guardian):</b>		<b>Date:</b>

#### **Section 2 – to be completed by Headteacher**

Delete where appropriate:	REQUEST APPROVED / REQUEST DENIED
<b>Signed (Headteacher):</b>	<b>Date:</b>





## **Penalty Notices may be issued for**

**Term time leave:** Penalty Notice fines may be issued for term time leave of 5 or more days (10 sessions) in a 10-week period.

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

However, schools retain the discretion to request a Penalty Notice before the threshold is met. For example, where parents/carers are deliberately avoiding the national threshold by taking several term time holidays below the threshold.

## **Per Parent/Per Child**

Penalty Notice fines will continue to be issued per parent/carer per child. For example: 3 siblings absent for term time leave, would result in each parent/carer 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/carer, per child if paid within 28 days of the issue, reducing to £80 per parent/carer, 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/carer 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 Local Authority may place the matter before the court. The Magistrates may impose a fine up to £2500.

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.

