



# REQUEST FOR LEAVE OF ABSENCE - DURING TERM TIME

IMPORTANT PLEASE READ INFORMATION OVERLEAF BEFORE COMPLETING THIS FORM

Name of Pupil		Date of Birth	
Address			
Current Class			

I request permission for my child to be granted leave of absence from school between:

First Day of Absence from School	
Date of Return to School	
Total Number of School Days	

Please fully explain the **exceptional circumstances** relating to the leave of absence you would like the Headteacher to consider. *(Continue on a separate sheet if necessary).*

### Declaration

I have read and understood the information regarding leave of absence during term time, unauthorised absence, and Penalty Notices. I am aware of the possible consequences should I take my child on leave of absence without the prior authorisation of the Headteacher.

Signature..... Date.....

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### NEW DELAVAL PRIMARY SCHOOL – LEAVE OF ABSENCE

Child's Name ..... Current Class .....

We have given consideration to your request for leave of absence during the following dates:

From..... to ..... and this absence will be recorded as:

Authorised                       Unauthorised

P Struthers  
Headteacher



Under the requirements of S7 of the Education Act 1996 (“the 1996 Act”) it is the duty of a parent to ensure that every child of compulsory school age receives efficient full-time education suitable to their age, ability and aptitude and to any special educational needs or additional learning needs they may have.

There is no automatic right to take your child out of school during term time. The Law does however allow Head Teachers to consider individual requests to authorise a Leave of Absence in Exceptional Circumstance(s). The Head Teacher must be satisfied that there are exceptional circumstances to justify an authorised absence. It is the parents’ responsibility when submitting the request to provide all the information and evidence to prove exceptional circumstances.

The request for authorised Leave of Absence must be made at least two weeks in advance and the Head Teacher may invite the parent/carer(s) into school to discuss the request before a decision is made. If the Head Teacher refuses Leave of Absence and the absence is recorded as unauthorised, the Head Teacher may refer the matter to the Local Authority requesting that a Penalty Notice be issued.

New legislation comes into force on 19<sup>th</sup> August 2024 regarding the issue of Penalty Notices to address attendance concerns to commence, there will be a transitional period, but this new legislation will take effect for absences recorded from the start of the new academic year commencing in September 2024.

The following changes have been made:

- There will be a new “National Framework” which introduces consistency in the use of Penalty Notices across England by introducing a new national threshold at which they are considered. This will be met when a pupil has been recorded as absent for 10 sessions ( 5 school days) within a rolling period of 10 school weeks
- The National Framework also introduces a new national limit of 2 Penalty Notices within a 3-year rolling period.
- Penalty Notices can be requested by schools and academies and will be issued by the Local Authority to the parents/carers of statutory school age children, per parent, per child as appropriate.
- For a first offence, the Penalty Notice will be £80 per parent per child if paid within 21 days rising to £160 if paid after the 21 days – it must be paid within 28 days.
- For a second offence, the amount is £160 per parent per child to be paid within 28 days.

Please note that a third penalty notice **cannot** be issued to the same parent for the same child within three years of the date of issue of the first. Prosecution / other interventions will be considered.

Should a Penalty Notice remain unpaid and it is not withdrawn then a prosecution for the substantive offence of failing to secure the regular attendance of a child of compulsory school age at school will be considered.