

ABSENCE REQUEST FORM

Pupil Details
Name
Date of Birth
Class Teacher
Dates of requested absence:
Exceptional reason for absence:
I understand that keeping my child out of school for any longer than agreed or if my request is not granted, will result in the absence being recorded as unauthorised. This may result in action being taken against me for non-school attendance.
Parent/Carer Name:
Signature:
Date of request:

The Education Regulations 2013 (Pupil Registration England)
Leave of absence during term time will NOT be granted unless the Board of Trustees/Headteacher considers there are exceptional circumstances relating to the application.

EPN Criteria 2023/24
If your request meets the following criteria

- * 10 Sessions (5 Days) of unauthorised absence with under 90% attendance
- * 20 Sessions (10 Days) of unauthorised absence
- * Persistent late arrival at school after close of registration

Any parent taking their child out of school for a holiday during term time will be issued with a £60 fine.

Office use only	Included in Register:
Authorised by:	Number of days authorised:
Date contract sent to home:	Date returned:



Attendance is Changing!

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

Per parent, per child

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

5 consecutive days of term time holidays or unauthorised absence.

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

10 non-consecutive sessions of unauthorised absence

Penalty Notice Fine will be considered when there has been 10 sessions of unauthorised absences in a 10 week period
Parent's can view their child's current attendance data on the MyChildAtSchool app.

Unauthorised attendance codes include codes U, O and G

Any term time holidays that are taken after the start of the 2024/2025 academic year will be treated under the new legislation as the new rules apply to any offences committed from 19th August 2024, regardless of when the holiday is booked

The full guidance can be found at the following link. [Working together to improve school attendance \(applies from 19 August 2024\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/124444/working-together-to-improve-school-attendance-19-august-2024.pdf) ([publishing.service.gov.uk](https://www.publishing.service.gov.uk))

*Please note this information is correct at time of writing and subject to change.

First Offence

The first time a penalty notice is issued for term time leave on regular attendance, the amount will be £160 per parent, per child paid within 28 days
Reduced to £80 per parent per child if paid within 21 days

Second Offence

(within a rolling 3 year period)

The second time a penalty notice is issued for term time leave or irregular attendance the amount will be: £160 per parent per child paid within 28 days with no option of reduced rate for early payment

Third Offence and any further offences

(within a rolling 3 year period)

The third time an offence is committed for term time leave or irregular attendance a penalty notice will not be issued, and the case will be presented straight to Magistrates' Court.
Magistrates' fines can be up to £2500 per parent, per child.
Cases found guilty in Magistrates' Court can show on the parent's future DBS certificate, due to failure to safeguard a child's education