

REQUEST FOR TERM TIME LEAVE OF ABSENCE

TO BE COMPLETED AT LEAST TWO WEEKS BEFORE THE PROPOSED LEAVE

Name of child/children	
Tutor Group(s)	
Reason for absence (Please attach appointment information if available)	
First day of absence	
Last day of absence and date of return to school	
Are you applying for absence at another school for a sibling?	
Name of sibling's school if applicable	
Name and address of Parent/Carer making the application.	

- I have read the information on the reverse of this form and understand that the school will not authorise term time absence without exceptional circumstances as listed in our attendance policy.
- I understand a fixed term penalty notice will be issued in line with the National Framework for Penalty Notices issued by the DFE (19/08/2024)

Parent/Carer signature: _____ Date: _____

Headteacher's signature: _____ Date: _____

Absence Authorised (circle)	Yes	No
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Penalty Notice Fines for School Attendance are changing from 19th August 2024

With the introduction of the new National Framework for Penalty Notices issued by DfE, the following changes will come into force for School Penalty Notice Fines issued after 19th August 2024.

National Threshold

There will be a single consistent national threshold for when a penalty notice must be considered by all schools in England of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence. The 10-school week period can span different terms or school years. Please note: The DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

First Offence

The first time a Penalty Notice is issued for unauthorised absence 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.

Per Parent*, Per Child

Penalty Notice Fines are issued to each 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.



Second Offence (Within 3 years)

The Second time a Penalty Notice is issued for unauthorised absence the amount will be: £160 per parent, per child paid within 28 days.

*** Parent**

*Parent Section 576 of the Education Act 1996 defines "parent" as:

- All natural (biological) parents, whether they are married or not.
- Any person who, although not a natural parent, has parental responsibility for a child or young person.
- Any person who, although not a natural parent, has care of a child or a young person.



The Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed a Penalty Notice will not be issued and the case could be presented straight to the Magistrate's Court. Prosecution can result in Criminal records and fines of up to £2,500. Cases found guilty in Magistrates' Court may show on the parent's future DBS certificate due to 'failure to safeguard a child's education'.