



**SCHOOL NAME**.....

## Leave of Absence Form 2024

### PARENTAL REQUEST FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

You should be aware that any absence from school, for whatever reason, will potentially have a detrimental effect on your child's learning and progress.

Authorisation will only be granted in **EXCEPTIONAL CIRCUMSTANCES AND NOT FOR THE PURPOSES OF A FAMILY HOLIDAY. YOU MAY BE ISSUED WITH A PENALTY NOTICE OR PROSECUTION IN THE MAGISTRATES COURT SHOULD THE UNAUTHORISED ABSENCE GO AHEAD. WITH EFFECT FROM 19.08.24 NEW LEGISLATION STATES:**

#### **Two penalty notice limit and escalation in cases of repeat offences.**

A penalty notice is an out of court settlement which is intended to change behaviour without the need for criminal prosecution. If repeated penalty notices are being issued and they are not working to change behaviour they are unlikely to be most appropriate tool. Therefore, from autumn term 2024, only 2 penalty notices can be issued to the same parent in respect of the same child within a 3-year rolling period and any second notice within that period is charged at a higher rate:

The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.

A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution but may include other tools such as one of the other attendance legal interventions.

Once 3 years has elapsed since the first penalty notice was issued a further penalty notice can be issued, but in most cases, it would not be the most effective tool for changing what may have now become an entrenched pattern of behaviour.

For the escalation process, previous penalty notices include those not paid (including where prosecution was taken forward and the parent pleaded or was found guilty) but not those which were withdrawn. Notices cannot be paid in instalments.

**Should you wish to apply for your child's absence from school you are requested to complete the section below and return the form at least 1 month prior to the planned absence to (eg Head Teacher, Head of Year):**

**NB: Requests received within a month of the planned absence are likely to be refused.**

**\*REASON FOR THIS REQUEST:**



**I/WE** request permission for my child to be absent from school on the above dates. **I/WE** understand that this absence will disrupt my child's learning. **I/WE** will ensure that my child returns to school immediately after the agreed last date of absence and that all work missed will be completed.

<b>SIGNED (FIRST Parent/Guardian):</b>	<b>DATE:</b>
<b>SIGNED (SECOND Parent/Guardian):</b>	<b>DATE:</b>
<b>Address of both parent/s or guardian/s:</b>	

**For School Use Only:**

<b>Date received:</b>			
<b>Attendance percentage to date over the last 3 years:</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
<b>Previous requests:</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
(Please delete as appropriate)	<b>YES/NO</b>	<b>YES/NO</b>	<b>YES/NO</b>
<b>Request approved/denied:</b>			
<b>Date parent(s) informed of decision:</b>			
<b>Signed:</b>			<b>Date:</b>