

Request for leave during term time application form



To: The Headteacher of (School):

Date:

I request consideration for leave of absence during term time for:

Name of Child: (full name) Class.....

DOB:

First date of absence: Last day of Absence:

Please state reason for leave (include any exceptional circumstances you wish to be considered):
Please continue overleaf if required.

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Signature of 1st Parent/carer: Print Name:

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Address:

.....

Signature of 2nd Parent/carer: Print Name:

.....

Address:

.....

After consideration, the Headteacher will write to you to confirm whether the absence will be authorised or not.

For Office Use Only

Number of school days applied for:
agreed/Not agreed

Absence request

Reason.....

Signed (Headteacher) Date:

Notification of decision letter sent to parent(s): Date:

Penalty Notice Fines for School Attendance are Changing!

With the introduction of the new National Framework for Penalty notices, the following changes will come into force on 19th August 2024.

[Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](#)

Per Parent, Per Child

Penalty Notice Fines can be issued to each parent, for each child that was absent from school if the headteacher has not authorised the absence.

For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.

5 consecutive days of term time leave / 10 sessions of unauthorised absence in a 10 week period

Penalty Notices Fines can be issued for unauthorised term time leave (code G) of 5 days (10 sessions) or more.

First Offence

The first time a Penalty Notice is issued for term time leave or irregular attendance the amount will be:

**£160 per parent, per child
if paid within 28 days.**

**Reduced to £80 per parent, per child
if paid within 21 days.**

Second Offence (Within 3 years)

The second time a Penalty Notice is issued for term time leave or irregular attendance the amount will be:

**£160 per parent, per child,
to be paid within 28 days.**

Third Offence and any further offences (within 3 years)

The third time an offence is committed for term time leave or irregular attendance a Penalty Notice will not be issued, and the case may be presented to the Magistrates' Court under S4441 Education Act 1996. Cases found guilty in the Magistrates' Court could result in a fine up to £2500 per parent per child, and will also hold a criminal record, for failing to secure regular attendance.

Mixed unauthorised codes that meet 10 sessions

For 5 days (10 sessions) of other unauthorised absences recorded in a rolling 10 week period, a 20 day Notice to Improve can be issued by the school.