



REQUEST: ABSENCE FROM SCHOOL DURING TERM TIME

Dear Applicant,

All schools **by law** must follow the Department for Education's statutory guidance relating to school attendance. They must use the appropriate national attendance or absence code, and follow the criteria set out within the guidance. The statutory guidance states:

- A leave of absence **must not be granted unless there are exceptional circumstances and must be requested in advance**
- A leave of absence must be requested **in advance** by a parent who the pupil normally lives with
- Schools must judge **each application individually**, considering the specific facts and circumstances and relevant background context behind each request
- Where a leave of absence is granted, **the school will determine the number of days a pupil can be absent from school**
- **A need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance**
- A school **cannot** grant a leave of absence retrospectively. If the parent did not apply in advance, the leave of absence should not be granted
- Where this guidance refers to a parent, the school and/or local authority will need to decide which adult(s) is most appropriate. Generally, parents include:
 - All natural parents, whether they are married or not;
 - All those who have parental responsibility
 - Those who have day to day responsibility for the child

Please note all schools are expected to regularly inform parents about their child's attendance and absence.

Taking your child out of school during term time could be detrimental to their educational progress. If the absence is not authorised and the leave is taken, schools may refer to the Local Authority for legal action. Please find attached information regarding Penalty Notice Fines for School Attendance.



Essex County Council

Helping Parents understand Penalty Notice Fines for School Attendance

From 19 August 2024, there is a National Framework for Penalty Notice Fines being issued for unauthorised absences recorded by schools

National Threshold

A single consistent national threshold for when a Penalty Notice must be considered by ALL schools in England, this is:

- 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
- For example, a 5-day unauthorised leave of absence would meet the national threshold
- The 10-school week period can span different terms or school years

Who may be fined?

- Penalty Notice Fines are issued to each parent who allows their child to be absent without authorisation from school
- For example, 3 siblings absent for unauthorised leave during term-time would result in each parent receiving 3 separate fines

First Offence

The first time a Penalty Notice is issued for unauthorised absence, the fine amount will be:

- £80 per parent, per child if paid **within 21 days**
- If **not paid within 21 days**, the fine will increase to **£160 per parent, per child**, payable between the 22nd and 28th day

Second Offence (within 3 years)

The second time a Penalty Notice is issued for unauthorised absence, a reduced rate is not available. The amount therefore will be:

- £160 per parent, per child – payable within 28 days

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 will 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 a **Magistrates Court** can show on the parent's future DBS certificate (Disclosure and Barring Service) due to a **'failure to safeguard a child's education'**

PLEASE REMEMBER

Stewards Academy Headteacher will not grant any leave of absence unless they are content that there are exceptional circumstances that warrant leave for a child. It is for the Headteacher to determine what constitutes exceptional circumstances, not the parent/carer.

Absence from school can seriously disrupt your child's continuity of learning. Not only do they miss the teaching provided on the days they are away; they are also less well prepared for lessons upon their return. There is a consequent risk of underachievement, which together we must seek to avoid.

I would like to request a leave of absence for my child.

School name:	STEWARDS ACADEMY		
Child's Full Name:			
Date of Birth:		Class/Tutor Group:	
Child's main home address:			
<p><u>Please be aware</u>, as per our school's attendance policy and the Essex published Code of Conduct relating to school attendance, that the law requires parents to seek permission from the head teacher to take their child out of school during term time. The law states <u>permission can only be granted if</u>:</p> <ol style="list-style-type: none">1. An application has been made in advance by the parent the child normally lives with; <u>and</u>2. There are exceptional circumstances. <p>Please also note that, if on the rare occasion circumstances are deemed exceptional by the head teacher, the duration your child is permitted to be away from school may only be determined by the head teacher.</p>			
First date of absence:		Return to School date:	
Reason for request including why you believe your circumstances to be exceptional (Further details may be attached to this form)			

Where possible, both parent/carer details should be completed in full

Parent/Carer 1:	
Relationship to child	
Address (if different to child's main address)	

Signed: Date:	
--------------------------------	--

Parent/Carer 2:	
Relationship to child:	
Address (if different to child's main address)	
Sign: Date:	

If you have children in other school/s, please detail there: Name/s, which school they attend, and the schools telephone number	
Siblings Name	School and telephone number
Name:	School: Telephone:
Name:	School: Telephone:
Name:	School: Telephone:
Name:	School: Telephone:

(School use)



Current Attendance %

Dear Parent/Carer,

Re: Child's Name: Class/Tutor Group:

Further to your recent request for leave of absence.

Leave of absence authorised/partially authorised for exceptional circumstances betweenand Please ensure that your child returns to school promptly following your leave as failure to do so can result in their removal from the school roll.

Leave of absence refused. Any absence from school between and will be marked as unauthorised and referred to the Children Missing Education Service who may issue a Penalty Notice of up to £160 (S.444(1) Education Act 1996).

Please note: If you have previously received a Penalty Notice for an offence of failing to ensure regular school attendance or been the subject of a prosecution for any child in relation to irregular school attendance, you may not be given the opportunity to pay a further Penalty Notice; your case may proceed directly to court.

Signed: (Headteacher/Deputy Headteacher)

Date:

PLEASE CONTACT THE SCHOOL OFFICE, IF FOR ANY REASON THIS LEAVE OF ABSENCE IS NOT TAKEN