



**REQUEST FOR LEAVE OF ABSENCE IN TERM TIME**

The 2013 regulation amendments make clear that head teachers may not grant any leave of absence (holidays) during term time unless there are exceptional circumstances. The amendments give parents no entitlement to take their child out of school for a holiday in term time. The head teacher and the governing body will determine what the exceptional circumstances are.

FOR COMPLETION BY PARENT/CARER

You have requested the school's permission for the leave of absence to be taken during term time. Before such authorisation is considered please complete the form below and return to the school office. Completion of the form does not guarantee the leave of absence will be authorised.

Student's name..... Year.....

Dates of leave of absence: From:.....To:.....

Please give full reason(s) for asking for leave of absence in term time.

.....  
.....  
.....  
.....  
.....

Signed:.....Parent/carer Date: .....

FOR COMPLETION BY SCHOOL

Authorised  
Register CODE H

Unauthorised

Register CODE G

Send letter to parent

Reason Holiday declined (E.g. not exceptional circumstances)

Signed ..... Date .....



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

### **Penalty Notices will be issued for**

**Term time leave:** Penalty Notice fines will be issued for term time leave of 5 or more consecutive days.

**10 Sessions of Unauthorised absence in a rolling 10 week period:** A Penalty Notices may be considered when there have been 10 sessions of unauthorised absences in a 10 week period.

However, we retain the discretion to issue a Penalty Notice before the threshold is met. For example, where parents are deliberately avoiding the national threshold by taking several term time holidays below the above thresholds.

### **Per Parent/Per Child**

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

#### **First Offence**

The first time a Penalty Notice is issued for term time leave or irregular school attendance the fine will be charged at:

£160 per parent, per child if paid within 28 days of the issue, reducing to £80 per parent, per child if paid within 21 days.

(Unpaid penalty notices may result in a parental prosecution)

#### **Second Offence**

Where it is deemed appropriate to issue a second penalty notice to the same parent for the same pupil within 3 years of the first penalty notice, for either term time leave or irregular attendance the second penalty notice will be charged at:

£160 if paid within 28 days. (Unpaid penalty notices may result in a parental prosecution)

#### **Third Offence**

On the third time that an offence is committed within 3 years of the first penalty notice for either a term time leave or irregular attendance a penalty notice will not be issued. The case may proceed to Parental Prosecution under the Single Justice Procedure. If found guilty of the offence of 'Failure to send a child to school' the Magistrates can impose a fine up to £1000 or legal proceedings under Section 444 (1a) can include a fine of up to £2500.