



# KIRKBY & GREAT BROUGHTON CE PRIMARY SCHOOL



## LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Name of Pupil (s) .....

Address .....

Telephone .....

I request permission for my child to be absent from school

From ..... To ..... Total number of school days .....

### Exceptional Circumstances for Request

This section must be answered in full by parent/carer. Please give at least 6 weeks notice.

Signature of parent/carer ..... Date .....

### FOR SCHOOL USE ONLY

Current Attendance:

This is:    Excellent      Above average      Average      Below Average      Poor  

I have considered carefully your request for leave in term-time and on this occasion I will/will not be authorising your child(ren)'s absence for the following reason (s):-

Seen by Headteacher (signature): ..... Date: .....

Decision reached: ..... Date reply returned: .....

# APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

## 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 for Penalty Notice Fines issued after 19th August 2024.

### Per Parent, Per Child

Penalty Notice Fines will now be 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.

### 5 Consecutive days of 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 10- week period

Penalty notice fines will be considered when there has been 10 sessions of unauthorised absence in a 10 week period.

### 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 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 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 will be presented straight to the Magistrate's court. Magistrates fines can be up to £2500 per parent, per child.

Cases found guilty in Magistrates court can show on the parent's future DBS certificate, due to failure to safeguard a child's education.

### Local Authority DO NOT accept the following as exceptional circumstances:

- My work do not allow me to take holidays during the school summer holiday period, even if they provide a letter
- My child needs a holiday at quieter times due to needs
- Our holiday has been gifted and paid for and did not have a choice of dates
- My child has good or 100% attendance
- I will report my child being poorly - schools are expected to carry out home visits, if a holiday is suspected, school will report to the local authority for a penalty notice fine