

Park Hill Infant School
REQUEST FOR LEAVE DURING TERM TIME

The **Education (Pupil Registration)(England)(Amendment) Regulations 2013** make clear that headteachers may not grant **any** leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school ***if*** the leave is granted.

Exceptional Leave

If you consider you have exceptional circumstances to request a leave of absence during term time, please complete the leave request form overleaf and return to the school office as far in advance of the requested leave period as possible. We will continue to support you and your families in times of crisis and all requests for leave during term time will be considered on an individual basis.

Holidays

There is no automatic entitlement for any child to be granted leave of absence from school for the purpose of a family holiday. It is not acceptable to take your child out of school, during term-time, for occasional or family holidays as they interrupt a child's learning. We place a high priority on children acquiring a sense of commitment towards regular attendance at school. Should you decide to take the requested leave, I must warn you that a referral may be sent to the Local Authority for the consideration of a Penalty Notice, as the absences during this period will be recorded as unauthorised.

Under section 444 of the Education Act 1996, the Local Authority may issue Penalty Notices to parents of children with unauthorised absences from school. The fines are issued to each parent, for each child, and are: £60 if paid within 21 days, rising to £120 if paid between 21 and 28 days.

Changes to Penalty Notices for Non School Attendance from 19th August 2024

Under new rules, set by the Department for Education, from 19th August 2024 there will be significant changes for Penalty Notices issued for unauthorised absences from school.

First Penalty Notice

From 19th August 2024, under section 444 of the Education Act 1996, the **first time** a penalty notice is issued for unauthorised absences from school within a three-year rolling period, the amount has increased to £80 if paid within 21 days, rising to £160 if paid between 21 and 28 days. **Penalty notices are issued to each parent, for each child.** Failure to pay the Penalty Notice may result in the local authority taking alternative action presenting the case straight to the Magistrates' Court. Magistrates' fines can be up to £2,500 per parent, per child.

For example: If a family with two children receive unauthorised absences from school, this would amount to £640 if paid within 28 days, reduced to £320 if paid within 21 days.

Second Penalty Notice

From 19th August 2024, under section 444 of the Education Act 1996, the **second time** a penalty notice is issued for unauthorised absences from school within a three-year rolling period, there will now not be any discount for early payment. The penalty notice will be payable for the full amount of £160 within 28 days of the date of issue. **Penalty notices are issued to each parent, for each child.** Failure to pay the Penalty Notice may result in the local authority taking alternative action presenting the case straight to the Magistrates' Court. Magistrates' fines can be up to £2,500 per parent, per child.

Any further referrals for unauthorised absence within a rolling three-year period

From 19th August 2024, under section 444 of the Education Act 1996, in the case where the threshold for a Penalty Notice has been met for the third time in a rolling 3-year, a Penalty Notice cannot be issued, and the Education Welfare Officer may need to take alternative action including presenting the case straight to the Magistrates' Court. Magistrates' fines can be up to £2,500 per parent, per child.

If your child is leaving the UK for the leave period requested, please hand in a copy of your family's return flight bookings along with this form.

Any absence from school will disrupt your child's learning; you may consider some absences to be educational but your child will still miss out on the teaching their classmates receive. Children returning from an absence are unprepared for the lessons which build on the teaching they have missed. We hope you will support our efforts to raise attendance and attainment at Park Hill Infant School.



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If, after reading the information on the reverse of this form, you consider that you have exceptional circumstances to request a leave of absence during term time, please complete this form and return it to the school office as far in advance of the requested leave period as possible.

If your child is leaving the UK for the leave period requested, please hand in a copy of your family's departure and return flight booking/ tickets along with this form.

Dear Ms Charman,

I wish to request leave during term time for the following child:

Name:	
Class:	
Home Address (including post code):	
Absence from (date):	
Absence to (date):	
Total number of school days:	
Date of return to school:	
Reason for request:	

I understand that if the request is unauthorised the Education Welfare Service will be notified of the absence taken and a Penalty Notice could be issued. The Penalty Notice will be issued to each parent, for each child, for the amounts specified overleaf. I understand that if I do not pay this may result in legal action.

Signed: _____

Date: _____

Print Name: _____

Relationship to Child: _____