



REQUEST FOR EXCEPTIONAL LEAVE OF ABSENCE

The school does not authorise term time absences,
unless there are exceptional circumstances.

Requests for exceptional term time absence should be made
14 days before the start date.

Surname:

Forename:

Class:

Exceptional Reason for Absence:

Start date:

End date:

No. of School Days:

Please note:

1. Absence requests will be considered in relation to the student's attendance.
2. Term time absences are not an automatic right.
3. Absences will not be permitted during preparation time for or dates of exams or tests – these are dates available from the school.
4. Absences not agreed will be deemed as **UNAUTHORISED** and so noted in the student's school record.
5. Term-time holidays/unauthorised absences of 5 or more consecutive days or 10 unauthorised 'sessions' in a 10-week period will result in a fixed penalty notice from the Local Authority.
6. If a student fails to return by the agreed date, the Education Welfare Officer may be informed.

Please see the poster overleaf for more information on the Local Authority absence procedures and courthousejunior.co.uk for the Courthouse Junior School Attendance Policy.

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I have read and understand the information above.

Signed:

Name:

Parent/Carer (Please delete as necessary)

Date:

The office will contact you via email with the outcome of your request for exceptional leave of absence

For Office Use Only:

Current Attendance %:

Last Year's Attendance %:

Previous Term Time Absence this Academic Year: Y/N

If Yes, number of days:

The absence has been authorised / unauthorised

Completed by:

Date:

Penalty Notice Changes

With the introduction of the new National Framework for Penalty Notices on 19th August 2024 there are significant changes in the way that Penalty Notices are to be issued and an increase in the charges associated with them. These are nationwide changes implemented for consistency across all Local Authorities.

Term Time Leave is only allowed in exceptional circumstances communicated in advance with evidence provided as soon as possible to the Headteacher.

First Offence

For the first time a Penalty Notice is issued for unauthorised term time leave or irregular attendance the amount will be;

- £160 per parent per child paid within 28 days.
- Reduced to £80 per parent if paid within 21 days.



Please ensure you communicate all absences for your child to school.

Second Offence

Within 3 years of the first offence. The second time a Penalty Notice is issued for unauthorised term time leave or irregular attendance the amount will be;

- £160 per parent per child paid within 28 days.
- No reduction for early payment.

Third Offence Onwards – Within 3 years of the first offence

The third time an offence is committed for unauthorised term time leave or irregular attendance a Penalty Notice will not be issued and the case will be presented straight to the magistrates court. Fines can be around £2500 per parent, per child. Cases found to be guilty in the magistrate's court can show as a criminal record.

Notices to Improve

A Notice to Improve is a final opportunity for a parent to engage in support and improve before a penalty notice is issued. If the national threshold has been met and support is appropriate but offers of support have not been engaged with by the parent or guardian or have not worked, a Notice to Improve should usually be sent to give parents or guardians a final chance to engage in support. A Notice to Improve does not need to be issued in cases where support is not appropriate and an authorised officer can choose not to issue one in any case, including cases where support is appropriate but they do not expect a Notice to Improve would have any behavioural impact (because the parent has already received one for a similar offence).

If sufficient improvement is not made following the service of a Notice to Improve, a penalty notice may be issued either during or at the end of the designated time period.

Don't forget

Penalty Notices are issued Per Parent, Per Child.
For example 3 siblings absent would result in each parent receiving 3 fines. This could amount to £960

DfE Blog for Parents

<https://educationhub.blog.gov.uk/2024/02/29/fines-for-parents-for-taking-children-out-of-school-what-you-need-to-know/>



10 sessions in 10 weeks

Penalty Notices will be considered for any 10 sessions (a 'session' is either am or pm registration – a full day is 2 sessions) of unauthorised absence in 10 weeks. **5 Consecutive days** of term time leave can trigger a Penalty Notice