

## Term-time Absence Request Form

Please fill out the below form in as much detail as possible to help us fairly consider your request. Where you have multiple children at the school for whom absence is requested, please fill out the form for the oldest child, and include the names and class of other relevant children in the dedicated box on the form.

This form must be returned to the School Office at least **two weeks** before the proposed first day of absence. Requests that are received later than this may be rejected due to insufficient notice.

[‘Working together to improve school attendance’](#) advises all schools that they should only grant a leave of absence during term time in exceptional circumstances, considering each request on a case-by-case basis. If a leave of absence is granted, it is for the headteacher to determine the length of time the pupil can be away from school. Although we recognise the value and benefits of family holidays, it is unlikely a leave of absence will be granted for a family holiday as the Government ‘does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance’.

| For parent/carer use only  |  |                              |  |
|--|--|------------------------------|--|
| Pupil information  |  |                              |  |
| Full name  |  |                              |  |
| Date of birth  |  |                              |  |
| Year group   |  |                              |  |
| Class  |  |                              |  |
| Please list the names of any other pupils for whom absence on the specific dates is requested, alongside their class |  |                              |  |
| Information about proposed absence   |  |                              |  |
| First day of proposed absence:   |  | Date of last day of absence: |  |
| Expected date of return to school:   |  | Total number of days absent: |  |

|   |  |                                |  |
|---|--|--------------------------------|--|
| Reason for absence<br><br>(Please include any exceptional circumstances that require this absence to be taken during term time instead of school holiday periods)   |  |                                |  |
| I have completed the above form fully, accurately and in detail.  | <input type="checkbox"/> Yes                             |                                |  |
| I understand that the decision on whether my child can be granted absence from school during term time rests solely with the school, and that I cannot appeal any decision made.  | <input type="checkbox"/> Yes                             |                                |  |
| I would like to request the above absence. I understand that the school strongly advises against taking unnecessary absence during term time. I understand that a penalty notice may be issued if this request is denied, and my child is absent during this period. I understand that a fine will be payable per parent, per child.<br><br>I have read and understood the attached guidance for parents. | <input type="checkbox"/> Yes                             |                                |  |
| Parent/carer signature  |  | Date of request                |  |
| <b>For office use only</b>  |  |                                |  |
| Date request received   |  | Total number of days requested |  |
| Current attendance  |  |                                |  |
| Leave granted   | <input type="checkbox"/> Yes <input type="checkbox"/> No |                                |  |
| Reason for school's decision:   |  |                                |  |
| In the case of a term time holiday, please confirm which parent took the holiday:   |  |                                |  |
| Decision communicated to parent and/or LA warning letter issued.  | <input type="checkbox"/> Yes                             |                                |  |
| Headteacher signature   |  | Date of decision               |  |

## Penalty Notices regarding absence from school - Guidance for parents

### Regular school attendance and parent's legal responsibilities

At Melrose Learning Trust our aim is to collaborate with parents to ensure that all our pupils receive the most from their education and reach their full potential.

This guidance is to remind all parents about the law that requires them to ensure that their child attends school regularly. The Government is very clear that no child should miss school apart from in exceptional circumstances and schools must take steps to reduce absence to support children's attainment.

### The important legal information – New from August 19<sup>th</sup>, 2024

The Government have introduced a single national threshold for when a penalty notice must be considered by all schools in England. This threshold 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. The period of 10 school weeks can span different terms or school years.

In line with national guidance, the Local Authority (LA) retains the discretion to issue a penalty notice before the threshold is met. This might apply for example, where parents take several term time holidays below the national threshold. The LA also retains the discretion to consider going straight to prosecution where appropriate.

A maximum of 2 penalty notices per parent, per child can be issued within a rolling 3-year period. This period will start from the issue of the 1<sup>st</sup> penalty notice. The national framework also sets out the escalation process which applies to such penalty notices. If the national threshold is met for a third time (or subsequent times) within 3 years, another tool should be used. In Norfolk, where a pupil's attendance has met the national threshold for a third time within 3 years and the parent/s have already been issued with 2 penalty notices within that period, consideration will be given to prosecution under section 444 of the Education Act 1996, which can result in a criminal conviction and a fine of up to £2,500.

A parent includes any person who is not a natural parent but who has parental responsibility for the child **or** who has care of the child, as set out in section 576 of the Education Act 1996. Penalty notices will usually be issued to the parent/s with day-to-day responsibility for the child's attendance or the parent/s who have allowed the absence (regardless of which parent has applied for a leave of absence).

The first penalty notice issued to a parent for a child will be charged at £160 to be paid within 28 days. This will be reduced to £80 if paid within 21 days. Where it is deemed appropriate to issue a second penalty notice, the second penalty notice to the same parent for the same child within 3 years of the first offence, is charged at a flat rate of £160 and is payable within 28 days. **There is no reduced sum available in this instance.**

There will be no consideration for a third penalty notice within a three period in this instance legal action will be considered.

Part payments or payment plans are not acceptable, and fines must be paid in full within 21 or 28 days, at the rate specified within the penalty notice. There is no right of appeal against a penalty notice.