

North Walkden Primary School - Leave of absence request form

Following new legislation that was brought in by the Department for Education in 2013, Head teachers are not allowed to authorise leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.

Taking your child out of school for a term time holiday that is not authorised may result in a Penalty Notice Fine from the Local Authority, which, if not paid, will lead to prosecution for the offence committed.

Name of child _____ Year _ ____ DOB _____	
First day of absence _____	Date due back in school _____
Number of school days absence requested for _____	
Reason for absence: 	
Signed _____ Parent/Carer	
Parent contact email _____	
Parents contact phone number _____	Date _____

The Head teacher will consider your request and will advise you whether or not leave of absence is authorised.

Office Use Only:

Is granted / refused permission for _____ school days absence

Dates: From _____ To _____

Signed _____ Headteacher

Letter emailed & hard copy sent	
FPN processed	
Register updated	
Attendance Spreadsheet updated	
Current attendance	

Please see over for information in relation to unauthorised absence and Penalty Notices

With the introduction of the new National Framework for Penalty Notices, the following changes came 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.