



FST PRIMARY SCHOOLS FEDERATION IN COLLABORATION **WITH LANGTON PRIMARY SCHOOL**



LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Please be aware that there is no legal entitlement to take your child/children out of school for the purposes of a family holiday during term time.

Current guidance states that the Executive Headteacher or Heads of School may not grant any leave of absence during term time unless there are **exceptional circumstances**.

The latest documentation from the Department for Education (August 2024) states that:

- Only exceptional circumstances warrant a leave of absence.
- Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.
- If a leave of absence is granted, it is for the Head of School to determine the length of the time the pupil can be away from school.
- As Head of Schools should only grant leaves of absence in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

Penalty Notices

The Head of School, local authority or the Police can fine parents for the unauthorized absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice. Taking a holiday during term time means that children miss important school time - both educationally and for other school activities. Before completing this application, parents/carers are asked to consider the effect on their child's education.

If permission is not granted and your child(ren) do not attend school during the dates you requested, the absence will be recorded as unauthorised.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

If permission is granted and your child(ren) do not return to school on the agreed date, further absences will not be authorised. You may also be issued with a penalty notice (see above).

It is important to note that any monies collected by the local authority through fixed penalty notices are not retained by the school.

If you would like to discuss this further, please contact the school office in the first instance.

APPLICATION FOR PUPIL 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

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 Head of School

(signature):

_____ Date:

Decision reached:

Date reply returned: