



St Mary's  
Catholic Primary School and Nursery

## LEAVE FROM LEARNING REQUEST

ABSENCE DURING TERM TIME

FOR COMPLETION BY PARENT/CARER

You have requested the school's permission for an absence during term time. Before such authorisation is given please complete the form below and return to the School Office.

Completion of the form does not guarantee the absence will be authorised.

Name[s] of Child[ren]	Year Group	Class

Date of requested absence:

From:		To:	
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REASON FOR REQUEST FOR ABSENCE DURING TERM TIME:

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PLEASE OUTLINE THE EXCEPTIONAL CIRCUMSTANCES WHICH MEAN THAT THE ABSENCE CANNOT BE TAKEN DURING A SCHOOL CLOSURE PERIOD:

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Name of parent/carer making request:

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Is there anyone else with (PR) parental responsibility? They need to countersign below:

Name of parent/carer with PR

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Does the child have any other siblings at High School?

Name of sibling

Name of High School

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Signed

Date

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TAKING YOUR CHILD ON HOLIDAY DURING TERM TIME MAY RESULT IN THE LOCAL AUTHORITY ISSUING A FIXED PENALTY NOTICE TO EACH PARENT/CARER FOR EACH CHILD FOR WHOM THE REQUEST HAS BEEN REFUSED. SEE OVERLEAF FOR DETAILS.

For Completion by School:

**AUTHORISED:** The School agrees to your child being absent from school on the specified dates.

**UNAUTHORISED:** The School does not authorise your request for leave in term time.

Number of school sessions missed (1 day = 2 sessions): \_\_\_\_\_

Reason absence declined: \_\_\_\_\_

Signed: \_\_\_\_\_



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**HOLIDAYS IN TERM-TIME:** If you take your child on holiday during term time you may be liable for a Fixed Penalty Notice per parent per child, in accordance with The Education (Penalty Notices) (England) (Amendment) Regulations 2013.

**With the introduction of the new National Framework for Penalty Notices, the following changes came into force on 19<sup>th</sup> 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.

**WHAT THE LAW SAYS:**

Parents/carers do not have the right to take their child on holiday in term time. It is a criminal offence for a parent/carer to 'fail to secure their child's regular attendance at school'.

Head teachers can only give permission to take a child out of school when there are exceptional circumstances. Details about what the school counts as exceptional circumstances are agreed by the Head teacher and Governors.

If you want to take your child out of school, the parent/carer of the child they live with must apply to the school in writing explaining the exceptional circumstances. The Head teacher will decide whether to approve the application. They will then write to you with their decision.

If the Head teacher does not approve the application and you still take your child out of school, the school will record the absence as unauthorised. You may get a Penalty notice.

If a parent/carer does not apply for a leave of absence and/or the school has reason to believe your child has been on holiday during term time, the school may record the absence as unauthorised. You may then get a Penalty notice.

If a child stays away from school without an adequate, truthful explanation, it will be recorded as an unauthorised absence and could be quoted in a prosecution for poor attendance.

If the child is away from school for a total of four weeks or more, the school may have to take the child off roll unless there is a good reason for the continued absence, such as a significant illness. In these circumstances it is up to the parent to inform the school, as once removed from roll, there is no guarantee that the child will regain a place at the school.