

Request for authorisation of a

**Pupil Absence Request For
Exceptional Circumstances**

People and Communities Directorate
Education Welfare Service
P O Box 51
Town Hall
Weston-super-Mare
Somerset BS23 1ZZ

To the Headteacher – Crockerne Primary School

I wish to apply for (*child name*):

Class/Tutor Group:

To be authorised as being absent from school from: _____ to _____
(*inclusive dates*)

The exceptional reason why the absence needs to be taken in term time is: (*continue on separate sheet if necessary*)

Please list below any siblings and schools they attend:

Signature:
(*parent/carer*)

Date:

NB: Amendments to the 2006 regulations (2013) make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Parents do not have the automatic right to withdraw pupils from school and, in law, have to apply for permission in advance. The school will always want to discuss this with you personally.

Please complete this form and send to the Headteacher. You are advised not to make any arrangements until your request has been considered by the school.

Any absence which has not been agreed in advance by the Headteacher is marked as '**Unauthorised Absence**' and may result in a **Penalty Notice being issued (see back of form for details of this)**

SCHOOL USE ONLY

Specify dates unauthorised: _____

Specify dates authorised: _____

Signature of Headteacher: _____ Date: _____

A personal discussion with you is requested

Please contact:

Last academic year attendance

Current school attendance

Guidance:

A new National Framework for Penalty Notices recently came into force for Penalty Notice Fines that are accrued after 19th August 2024. Education (Pupil Registration) (England) Regulations 2006 has been amended to prohibit the headteacher of a maintained school granting leave of absence to a pupil, except where an application has been made in advance, and the headteacher considers that there are exceptional circumstances relating to the application. The expectation of the Local Authority is that term time holidays should not be planned or booked as a matter of course as they are likely to be **unauthorised** and will lead to the issuing of a penalty notice (fine).

Exceptional circumstances

Are defined as:

- Forces Personnel on leave from a foreign posting
- **Exceptional significant** family events or circumstances – these will be considered on an individual basis with you.

The Headteacher will consider every above request individually but the **following will not meet the criteria:**

- Relatives coming to visit
- Cheaper holidays in England and abroad
- Family day trips
- Visiting family/friends that have different half term holidays and may include refusal to attend family weddings and visits to see family abroad.

Authorised officers have the discretion to issue a penalty notice without warning where the parent has chosen to take the child on leave during term time without authorisation or evidence is subsequently found to suggest a child was away from school with the knowledge of the parent and does not meet the statutory defences mentioned below.

Penalty Notices

Under section 444 of the Education Act 1996, the Local Authority may issue a Penalty Notice to a parent or parents for unauthorised term-time holidays or consider prosecution. A 'parent' includes any person who has parental responsibility or who has day-to-day responsibility for the pupil's attendance under section 576 of the Education Act 1996.

From 19 August 2024, the new National Framework for issuing Penalty Notices comes into force and will apply to unauthorised holidays taken after 19 August 2024.

From this date the National Threshold for issuing a Penalty Notice has been met when a pupil has been recorded for an unauthorised absence for 10 sessions within 10 school weeks. A 'session' is a morning or afternoon, and the '10-week school period' may span different terms or school years.

Fines are issued to each parent, for each child, as below:

- First Penalty Notice [first offence]: **£80** if paid within 21 days, rising to **£160** if paid between 22 and 28 days.
- Second Penalty Notice [second offence of an unauthorised term time holiday within a three-year rolling period]: **£160** [flat rate].

Only in very limited circumstances can a Penalty Notice, once issued, be withdrawn.

There is a national limit of two Penalty Notices that may be issued to a parent or parents in respect of the same child within a rolling three-year period.

If there is a third offence within a three-year rolling period, the school can refer the case to the Local Authority for consideration for prosecution at the Magistrates court.

If a Penalty Notice is not paid in full before the expiry date of the period for paying it, the local authority may instigate a prosecution under Section 444 of the Education Act 1996.

Courts have a wider range of sentencing options, which could include a maximum fine of up to £1000.