



## LEAVE OF ABSENCE IN TERM TIME REQUEST

Taking your child out of school during term time may harm their academic progress.

Holidays in term time, or absence for travel abroad, is not permitted. Any parents/carers intending on taking their child/children out of school in term time, will need to complete the leave of absence form at least 2 weeks before the expected absence and provide evidence to support the request. The statutory guidance published by the Department for Education (Working together to improve school attendance 2024) states that *the DfE 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.*

**Please read the attached local authority guide regarding fixed penalty notices for parents and carers.**

Parents/carers may be asked to attend a meeting with the School Principal to discuss this request further. It is important to have read and fully understood the school's policy on attendance (which can be found on the school website) in conjunction with the Cheshire East penalty notice guide.

If you need any further advice, then please contact the School Office.

Kind regards

The Attendance Team



***St Mary's Catholic Primary School, Manor Lane, Middlewich, CW10 9DH.  
Tel: 01606 516 171. Email: [admin@stmrc.uk](mailto:admin@stmrc.uk)***

### COMPLETION BY PARENT/CARER

Pupil Name:		Class	
Reason for Absence:			
Total number of school days		Date from:	Date to:
Has your child had a leave of absence in term during the last 12 months?		Yes / No	
I have read and understood the 'Cheshire East Penalty Notice Guidance'.		Yes / No	

Parent's/Carer's Signature: ..... Date: .....

### COMPLETION BY SCHOOL

Number of days authorised:	Attendance Code:
Number of days not authorised:	Attendance Code:
Comments	
<u><b>This school year</b></u> Current % attendance: Number of previous days authorised: Number of previous days unauthorised:	<u><b>Last school year</b></u> Attendance ____% Number of previous days authorised: Number of previous days unauthorised:

Attendance Lead's Signature:..... Date:.....

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