

Sound and District Primary School

Absence from School in Exceptional Circumstances: Request Form

The 2024 school attendance regulations state that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. 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.

Although holidays may be educational any absence means that a child going on holiday during term time will miss out on teaching that their peers will receive; on their return they may also be unprepared for the lessons which build on the teaching they have missed.

FOR COMPLETION BY PARENT/CARER

(This form should be fully completed by the parent/carer with whom the child normally resides)

You need to request a leave of absence by completing the form below and returning it to the school office at least **10 school days prior to the leave being taken**. Leave cannot be authorised retrospectively.

If the leave is not considered to be an exceptional circumstance, and you nevertheless take your child out of school this will be recorded as **unauthorised**.

Please complete a separate request form for each child.

Child's First Name	Surname	Class

I request permission for my child to be absent from school between:	<i>Date of first day of school absence</i>		<i>Date of return to school</i>		<i>Total of days absent from school</i>	
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Provide information regarding the exceptional circumstances for this leave.

(please continue on a separate sheet if necessary, additional documents may be attached)

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Parent's Declaration:

I have read Cheshire East's Penalty Notice information and understand I/we may receive a penalty notice if my/our child receives unauthorised school absence as a result of this request.

Please note the school day is divided into 2 registration periods, for example if your child is absent for one day this equals 2 sessions and a five day absence equals 10 sessions.

I confirm I am the parent with whom the child normally resides (tick) ☐

I confirm I have included any relevant information for consideration (tick) ☐

Parent/carer signature

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Date

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Full Name:	Full Name:
Signed: (Parent/Carer 1)	Signed: (Parent/Carer 2)
Date:	Date:

Please note:

- *Any disagreement between estranged parents in regard to this request should be resolved prior to submitting this request to the school.*

FOR SCHOOL USE ONLY

<u>This school year</u> Current % attendance:	<u>Last school year</u> Attendance _____ %
Number of previous days authorised:	Number of days authorised:
Number of previous days unauthorised:	Number of days unauthorised:

- The request **does/does not** meet the criteria for 'exceptional circumstances'
- They are **making/not making** good progress towards their end of year targets
- They **are/are not** being prepared for or taking tests during the absence
- This is the **first/not the first** request for term time absence

The outcome of the request is: (circle)

Not Approved
Permission not granted

Approved
Permission granted

Partially Approved
Some days to be authorised

If only some of the leave is to be approved, number of days which will be authorised

Reason(s) for decision

Original signed and completed forms to be retained with pupil's records.

A copy should be returned to the parent/carers of the pupil to confirm authorised or unauthorised absence prior to the intended absence period.

PENALTY NOTICE FINES FOR SCHOOL ATTENDANCE ARE CHANGING !

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.



Cheshire East

TOGETHER for Children and Young People

Together we will make Cheshire East a great place to be young