



## Pirton Hill Primary School

### Return to school following an unauthorised absence/school not informed Absence from School During Term Time

*To be completed by the Parent/carer*

Pupil's Name \_\_\_\_\_ Class \_\_\_\_\_

Address \_\_\_\_\_

Ethnicity \_\_\_\_\_ Date of birth \_\_\_\_\_

Date of absence request From \_\_\_\_\_ / \_\_\_\_\_ / 202\_\_\_\_ To \_\_\_\_\_ / \_\_\_\_\_ / 202\_\_\_\_

Reason for absence \_\_\_\_\_

Travelled abroad? Yes/No Country \_\_\_\_\_ Return date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Proof of return date (tickets/e mail/Weduc etc) \_\_\_\_\_

#### **1<sup>st</sup> Parent/carer details**

First name \_\_\_\_\_

Surname \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

Date of completing this form \_\_\_\_\_ / \_\_\_\_\_ / 202\_\_\_\_

#### **2<sup>nd</sup> Parent/carer details**

First name \_\_\_\_\_

Surname \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

***I have read the leave of absence information overleaf***

Parent/carer signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

***School response and current attendance \_\_\_\_\_%***

If the child has had previous term time leave, please state dates and number of days taken

\_\_\_\_\_

***School decision on coding to submit to Local authority \_\_\_\_\_***

***Date*** form returned to parent/s \_\_\_\_\_

*Please see overleaf for further information regarding the policy on leave of absence from school*

### **Leave of Absence Guidance**

The Education (Pupil Registration) Regulations 2006 have been amended and come into force from 1<sup>st</sup> September 2013. **Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances.**

Requests for leave of absence should not normally be granted for the purposes of a holiday. The law does not give any entitlement to parents to take their child on holiday during term time. Head Teachers have the discretion to authorise leave of absence in **exceptional** circumstances and it is only for the Head Teacher to determine what is truly exceptional. School days are precious; children only attend school 190 out of 365 days. There are 175 days a year which parents can use for any activities other than school.

### **Applications for Leave of absence**

Requests must be made in advance or the leave cannot be authorised. All requests should normally be made at least two weeks in advance to the Head Teacher by completing the school application form. A parent/adult with whom the child resides with must make the application even though the pupil may not be taking the proposed leave with them. The form must be fully completed and you will receive a written response confirming if the request will be authorised or not. **If you are travelling abroad you will need to supply us with confirmation of your booking including date booked and return flight tickets, such as bringing a copy of the flight tickets into the school reception for us to copy.**

### **Unauthorised Absence**

If you take your child out of school without the school's prior authorisation the absence will be recorded as unauthorised (which is illegal) and noted in your child's school records. Leave of absence can only be authorised by the Head Teacher.

***From Working Together to improve school attendance August 2024, the following rules apply:***

**Per Parent/Per Child Penalty Notices:** Penalty Notices for absences will be issued per child, per parent. This means that if multiple siblings are absent during term time and the absences are unauthorised by the school each parent will receive a separate fine for each child's absence. Penalty Notices will be issued by the local authority, and the payment will be made directly to them. This is dealt with by the local authority's **Attendance Support Team** (previously known as Education Welfare Service).

**First Offence Penalties:** The first penalty notice issued to each parent in respect of a particular pupil will be charged at: £160.00 if paid with 28 days. This will be reduced to £80 if paid within 21 days.

**Second Offence (within 3 years):** A second penalty notice issued to the same parent in respect of the same pupil is charged at: A flat rate of £160.00 if paid within 28 days.

**Third Offence and any further offences (within 3 years):** A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action will be taken instead. This will often include considering **prosecution** but may include other tools such as one of the other attendance legal interventions.

**10 Sessions (5 days) of Unauthorised Absence in a 10-week period:** Penalty Notice Fines will be considered when there have been 10 sessions (which is the same as 5 days) of unauthorised absence in a 10-week period. There is no appeal process for a penalty notice. Unpaid Penalty Notices, result in prosecution for the absence in the magistrate's court. Please note all adults with care of the child are usually liable. Penalty Notices are an alternative to prosecution for failing to ensure a child's regular attendance and will only be used once per pupil in an academic year before prosecution takes place.

### **Failure to return to school on the date expected**

If there is a reason which delays the pupil in returning to school the parent/carer must inform the school immediately. The school will require evidence of this issue and will then decide whether the absence will be authorised. For any travel arrangements outside of the UK we require proof of return flights, prior to the leave being taken - this may protect you from receiving unauthorised absence for your child and a fine if they are unable to return on the date expected.

Each case will be assessed individually and medical evidence from abroad is not routinely accepted. Please note prolonged unauthorised absence from school can also result in your child's name being removed from the school roll and on return you would need to re-apply for another school place.