



Request for Leave of Absence during Term Time

Please complete this form for **any leave of absence requests during term time**. Forms must be completed and handed in to the office at least **one month prior to the leave** for consideration by the Head Teacher. Please attach supporting evidence to this form, identifying the exceptional nature of the leave.

If your child is absent without permission granted by the Head Teacher the leave will be recorded as unauthorised.

The School Attendance (Pupil Registration) (England) Regulations 2024 sets out the statutory requirements for schools. Headteachers are prohibited from granting any leave of absence during term time unless there are 'exceptional circumstances' and they **do not** have any discretion to authorise up to ten days of absence each academic year.

There is no entitlement in law for pupils to take time off during the term to go on holiday, be absent for the purpose of leisure or recreation, or to take part in protest activity in school hours. Please see the **Hamstel Attendance Policy** for an explanation of the different types of absence and examples of the types of absence that won't be authorised.

Taking your child out of school during term time could be detrimental to your child's academic progress. A pupil who takes 10 days absence will only attain 94.7% attendance for the school year. 10 days absence also means the pupil will miss 50 hours of education.

There is a single national threshold for when a penalty notice must be considered by all schools in England of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling period of 10 school weeks. These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence. Schools must inform the Local Authority Access and Inclusion School Attendance Team.

The **first time** a Penalty Notice is issued for an unauthorised absence the amount will be £160 per parent, per child if paid within 28 days - reduced to £80 per parent, per child if paid within 21 days.

The **second time** a penalty notice is issued for unauthorised absence the amount will be £160 per parent, per child to be paid within 28 days.

The **third time** an offence of this nature is committed a penalty notice will not be issued and the case will be presented straight to a Magistrate's court. Prosecution can result in a criminal record where, if found guilty, it can show on a parent's DBS certificate as 'failure to safeguard a child's education'.

Please complete one form per child per period of absence. Please attach supporting evidence.

Name of child: _____ Class: _____

First day of absence: _____ Date of return to school: _____

Number of days requested: _____

Reason for leave of absence: _____

Signed: _____ Name: _____ Date: _____

School/Office use only

Percentage of authorised absences this academic year:	
Percentage of unauthorised absences this academic year:	

Authorised / Unauthorised Head Teacher _____