Leave of Absence during Term Time

Education (Pupil Registration) (England) Regulations 2006 and Education (Pupil Registration) (England) (Amendment) Regulations 2013

The 2013 amendments to the 2006 Regulations explain clearly that schools may not grant any leave of absence during term time unless there are exceptional circumstances. If you consider you require leave of absence for exceptional circumstances, you should request permission from the Head of School in advance of any absence by completing the form below.

Name of Student	
Date of Birth	
Address	
Tutor Group	
Contact numbers	

Details of request for absence for exceptional circumstances:

First day of absence	
Date of return to Academy	
Total number of school days	

In considering any request to authorise a leave of absence during term time, the Head of School must be satisfied that there are exceptional circumstances to justify an authorised absence. It is the parents' responsibility when submitting a request to provide all information and evidence to prove exceptional circumstances.

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Declaration

I have read and understood the information regarding leave of absence during term time, unauthorised absence, Penalty Notices and prosecution detailed overleaf. I am aware of the possible consequences should I take my child on leave of absence without the prior authorisation of the Head of School.

Parent's Full Name ……

Parent's Date of Birth ……

Parent's Signatures ……. Date …….

Dear Parent,

Under the requirements of s7 of the Education Act 1996 (“the 1996 Act”) it is the duty of a parent to ensure that every child of compulsory school age receives efficient full-time education suitable to their age, ability and aptitude and to any special educational needs or additional learning needs they may have. There is no automatic right to take your child out of school during term time. The law allows the Head of School to consider individual requests to authorised a leave of absence **only in exceptional circumstances.**

A request for authorised leave of absence must be made well in advance and at least two weeks prior to the first day of absence. The head of school may invite the parent into the academy to discuss the request before a decision is made, and any decision will take into account the child attendance at the Academy. If, having refused a request for leave of absence and the child is absent and recorded s unauthorised the head of school may have to refer the matter to the Local Authorised requesting that a Penalty Notice be issued.

The following changes have been made:

- There will be a new “National Framework” which introduces consistency in the use of Penalty Notices across England by introducing a new national threshold at which they are considered. This will be met when a pupil has been recorded as absent for 10 sessions (5 school days) within a rolling period of 10 school weeks

- The National Framework also introduces a new national limit of 2 Penalty Notices within a 3-year rolling period.

- Penalty Notices can be requested by schools and academies and will be issued by the Local Authority to the parents/carers of statutory school age children, per parent, per child as appropriate.

- For a first offence, the Penalty Notice will be £80 per parent per child if paid within 21 days rising to £160 if paid after the 21 days – it must be paid within 28 days.

- For a second offence, the amount is £160 per parent per child to be paid within 28 days.

Please note that a third penalty notice ***cannot*** be issued to the same parent for the same child within three years of the date of issue of the first. Prosecution / other interventions will be considered.

Should a Penalty Notice remain unpaid and it is not withdrawn then a prosecution for the substantive offence of failing to secure the regular attendance of a child of compulsory school age at school will be considered.