

APPLICATION FOR STUDENT LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Important information for Parent/Carers – please read before completing this form

[Working together to improve school attendance](#) advises all schools that they should only grant a leave of absence during term time in exceptional circumstances, considering each request on a case-by-case basis. If a leave of absence is granted, it is for the Headteacher to determine the length of time the student can be away from school. Although we recognise the value and benefits of family holidays, it is unlikely a leave of absence will be granted for a family holiday, as the Government ‘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’.

Requests for leave must be made in advance, otherwise we will be unable to consider your individual circumstances and the absence will be recorded as unauthorised. Headteachers are not obligated to reconsider authorising leave if an application was not made in advance.

Our aim is for every student’s attendance to be 100% unless there are exceptional or unavoidable reasons for absence. If you require any support with ensuring your child/ward’s attendance, please contact the School Attendance Office.

I HAVE READ THE ABOVE INFORMATION AND WISH TO APPLY FOR LEAVE OF ABSENCE FROM SCHOOL FOR:

Students Full Name:	Date of Birth:	Year Group/Form Group:

PARENT/CARER DETAILS (please list all parent/carers)

First Name:		Surname:	
Date of Birth:		Relationship to Student:	
Address and Postcode:			
Telephone Number:			

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Date of Birth:		Relationship to Student:	
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SIBLINGS: PLEASE PROVIDE THE NAME OF ANY SIBLINGS AND THE SCHOOL THAT THEY ATTEND		
Child/Wards Full Name:	Date of Birth:	School:

DETAILS OF ABSENCE			
Date of First Day of Absence:		Date of Last Day of Absence:	
Total Number of Days Absent:		Expected Date Returning to School:	

PLEASE PROVIDE THE REASON FOR THIS REQUEST INCLUDING SUPPORTING EVIDENCE:

Please read the following statement and sign to indicate you understand it:

I would like to request the above absence. I understand that the school strongly advises against taking unnecessary absence during term time and accept that this may have a detrimental impact on my child/ward's progress. I understand that a penalty notice may be issued if this request is denied, and my child/ward is absent during this period. I understand that a fine will be payable per parent/carer, per child/ward.

I have read and understood Norfolk County Council's information regarding penalty notices for absence from school and the action they may take.

Signed:		Full Name:		Date:	
Signed:		Full Name:		Date:	

TO BE COMPLETED BY THE SCHOOL:

Date Request Received By the School:		Total Number of Days requested:	
Student Name:		Current % Attendance:	Application Authorised/Declined ?

Reason for Schools Decision:			
Headteacher:	Mr G Yassin		
Signed:		Date:	

Norfolk County Council: Penalty Notices Regarding Absence From School - Guidance for Parents/Carers

Regular school attendance and parent/carer's legal responsibilities

At Taverham High School our aim is to collaborate with parent/carers to ensure that all our students receive the most from their education and reach their full potential.

This guidance is to remind all parent/carers about the law that requires them to ensure that their child/ward attends school regularly. The Government is very clear that no child/ward should miss school, apart from in exceptional circumstances and schools must take steps to reduce absence to support children's attainment.

The important legal information – New from 19 August 2024

The Government have introduced a single national threshold for when a penalty notice must be considered by all schools in England. This threshold is **10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period**. These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence. The period of 10 school weeks can span different terms or school years.

In line with national guidance, the Local Authority (LA) retains the discretion to issue a penalty notice before the threshold is met. This might apply for example, where parent/carers take several term time holidays below the national threshold. The LA also retains the discretion to consider going straight to prosecution where appropriate.

A maximum of 2 penalty notices per parent/carer, per child/ward can be issued within a rolling 3-year period. This period will start from the issue of the 1st penalty notice. The national framework also sets out the escalation process which applies to such penalty notices. If the national threshold is met for a third time (or subsequent times) within 3 years, another tool should be used. In Norfolk, where a student's attendance has met the national threshold for a third time within 3 years and the parent/carer(s) have already been issued with 2 penalty notices within that period, consideration will be given to prosecution under section 444 of the Education Act 1996, which can result in a criminal conviction and a fine of up to £2,500.

A parent/carer includes any person who is not a natural parent but who has parental responsibility for the child/ward **or** who has care of the child/ward, as set out in section 576 of the Education Act 1996. Penalty notices will usually be issued to the parent/carer(s) with day-to-day responsibility for the child/ward's attendance or the parent/carer(s) who have allowed the absence (regardless of which parent/carer has applied for a leave of absence).

The first penalty notice issued to a parent/carer for a child/ward will be charged at £160 to be paid within 28 days. This will be reduced to £80 if paid within 21 days. Where it is deemed appropriate to issue a second penalty notice, the second penalty notice to the same parent/carer for the same child/ward within 3 years of the first offence, is charged at a flat rate of £160 and is payable within 28 days. **There is no reduced sum available in this instance.**

Part payments or payment plans are not acceptable, and fines must be paid in full within 21 or 28 days, at the rate specified within the penalty notice. There is no right of appeal against a penalty notice.

