



Goostrey Community Primary School

Absence Request Form – please read the following before submitting your request:

Am I entitled to take my child out of school for a family holiday?

· **No.** Parents have a legal duty to ensure that their children attend school or the alternative provision on a regular basis

New regulations came into force on 19th August 2024:

[The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)

What will the school do if an absence request is submitted?

The Head Teacher will determine whether the exceptional circumstance ruling applies, if not the application will be declined

For the request to be approved as an exceptional circumstance many factors are considered and include: year group and time of year, attendance, the reasons for absence are clear and valid, how the child will benefit clearly explained. If it is a holiday request the reason for not going in school holiday time has to be valid and acceptable to the school.

Holiday prices, and the fact that the parents have booked a holiday before checking with the school, are not exceptional circumstances.

On average less than 3% of requests for a holiday absence are approved annually.

Only the Headteacher (or the Deputy) has the power to approve leave of absence applications.

You will receive a written response from the Headteacher (or the Deputy) letting you know if your application has been approved or declined.

If a holiday goes ahead, after the application has been declined, the absence will be recorded as unauthorised.

[With the introduction of the new National Framework for Penalty Notices, the following changes came 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



Child's /children's names:

Class / classes:

First day of absence:

Return to school:

Number of days absent:

Exceptional circumstances supporting the request for absence during school term time.

Signed by the parent / carer.....

TO BE COMPLETED BY THE SCHOOL
REQUEST APPROVED / DECLINED
Signed (Head teacher)
Date