



APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL

Parents should refer to the Attendance Policy for further information

STUDENT DETAILS							
Name		Class					
Name		Class					
Name of School	Meltham CE Primary School, Holmfirth Road, Meltham, Holmfirth, HD9 4DA						
Name(s) of other school age children			School(s)				
Absent from school date		Back to school date		Total No. days absence from school			
Does the absence overlap with beginning or end of term?				Yes		No	
Please state your reason for the absence							
Date requested							
PARENT/CARER DETAILS							
(please provide full name and address details for both parents)							
A parent is defined as: all-natural (biological) parents, whether they are married or not; any person who, although not a natural parent, has parental responsibility for a child or young person (this could be a step-parent, guardian or other relatives); any person who, although not a natural parent, has care of a child or young person.							
Parent 1 - First name		Parent 1 - Last name					
Address							
Signature - Parent/Carer		Print name of Parent					
Parent 2 - First name		Parent 2 - Last name					
Address							
Signature - Parent/Carer		Print name of Parent					
<p>The Headteacher will consider the following points before authorising leave:</p> <p>1. The child's attendance history (above or below 95%) 2. The time of year (Controlled Tests, Exams or September) 3. The length and purpose of the absence.</p> <p>Penalty Notice:</p> <p>Where the Headteacher decides that authorisation cannot be given but the absence occurs, consideration will be given to the issuing of a Penalty Notice in line with Kirklees Code of Conduct or there is possibility that your child may be taken off the school roll.</p> <p>***A penalty notice may be issued (per parent, per child) if the parents/carers have not sought permission before taking your child out of school for a term time leave of absence.***</p>							
OFFICE USE ONLY							
Current attendance %		Number of late marks					
Number of days requested							
Would attendance fall below 95% if this request were granted?				Yes		No	
Headteacher's Signature		Authorised					
Date		Unauthorised					
Reasons:							

Email response

Scanned to pupil comms

Update attendance



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SCHOOL ATTENDANCE: THE LAW IS CHANGING

EFFECTIVE FROM 19TH AUGUST 2024



**PENALTY NOTICE FINES FOR SCHOOL ATTENDANCE ARE CHANGING
THE GOVERNMENT HAS INTRODUCED A NEW NATIONAL FRAMEWORK FOR
PENALTY NOTICES**

5 DAYS OF UNAUTHORISED ABSENCE

Penalty Notice fines may be issued for any term-time absences that are unauthorised (for example, a 5-day term-time holiday) whether these absences are taken consecutively or cumulatively over a rolling period of 10 school weeks

10 DAYS OF UNAUTHORISED ABSENCE

Penalty Notice fines will also be considered when there have been 10 sessions of unauthorised absence in any rolling period of 10 school weeks

A school day has 2 sessions:

1 morning and 1 afternoon session per day

A school week means any week in which there is at least one school session. The threshold can be met with any combination of unauthorised absence (e.g. 6 sessions of holiday plus 4 sessions of arriving late after the register closes all within 10 school weeks).

These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks).

The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term).

UNCHANGED

Penalty Notice fines are issued Per Parent, Per child. This means fines are issued to each parent, for each child who is absent. Eg: If 2 siblings are absent for a term-time holiday this will result in each parent receiving 2 separate fines.

DEFINITION OF PARENT

For education law, **s576 Education Act 1996** defines a 'parent' as:

- all-natural (biological) parents, whether they are married or not.
- any person who, although not a natural parent, has parental responsibility for a child or young person (this could be a step-parent, guardian or other relatives).
- any person who, although not a natural parent, has care of a child or young person.

FIRST OFFENCE

The first time a Penalty Notice is issued for a Term-Time Leave of Absence or irregular attendance, 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**).

SECOND OFFENCE (IN A 3 YEAR ROLLING PERIOD)

The second time a Penalty Notice is issued for a Term-Time Leave of Absence or irregular attendance to the same parent for the same child the amount will be:

£160 per parent, per child (if paid within **28 days**)
There is no reduction in the amount.

THIRD OFFENCE OR ANY FURTHER OFFENCES (IN A 3 YEAR ROLLING PERIOD)

The third time an offence is committed for a Term-Time Leave of Absence by the same parent for the same child (including those by other Local Authorities) a Penalty Notice will NOT be issued but the case may be referred to Kirklees Council for Prosecution which may result in a Parenting Order, a community order, or fines of up to **£2,500** per parent, per child.

Cases found guilty in a Magistrate's Court can show on a parent's future Disclosure & Barring certificate.

WHAT IS A PENALTY NOTICE?

A penalty notice is an out of court settlement which is intended to change behaviour without the need for criminal prosecution. If repeated penalty notices are being issued and they are not working to reduce absences they are unlikely to be the most appropriate tool. Therefore, from August 2024, only 2 penalty notices can be issued to the same parent in respect of the same child within a 3 year rolling period and any second notice within that period is charged at a higher rate. Any further offences will result in criminal prosecution.

The law will be clear that where a Penalty Notice threshold is met – in each individual case, the school must consider if a Penalty Notice is appropriate.