

Appendix 2: Term time absence authorisation form

TERM TIME ABSENCE AUTHORISATION – PARENTAL REQUEST FORM

The regulations concerning authorised absences during term time have been tightened significantly through the DFE statutory guidance on Working Together to Improve School Attendance (applies from 19th August 2024). The purpose of the regulation is to ‘clarify that leave of absence shall not be granted by schools unless there are “exceptional circumstances” ‘.

In practice the changes mean that:

- Headteachers are not allowed to authorise absences during term time for family holidays in any circumstances.
- Headteachers may only authorise term time absence for an exceptional, once in a lifetime event and any application must be received 10 days prior to the event.

I am requesting a leave of absence for my child/children.

Name of child/children: Class(es):

For the following reasons:

Dates of absence from / / to / / Total number of days or part days:

I have read the information above. Signed:

Please PRINT name: Date:

In the case of separated families, leave of absence cannot be granted unless both parents with parental responsibility agree to the request being made. Therefore a letter of consent from the other parent must be included with this request.

WARNING: Failure to ensure your child’s attendance is an offence under Section 444 of the Education Act 1996.

If the reasons given to the school for your child’s absence are not satisfactory then the Local Authority may take legal proceedings against you. This may result in:

- **A first fixed penalty notice may be issued by the Local Authority if you choose to take unauthorised term time leave of absence. Each parent/carer may be liable to a penalty of £80 (per child) if paid within 21 days and £160 (per child) if paid after 21 days but before 28 days. Failure to pay the penalty due will result in prosecution before Magistrates Court.**
- **Prosecution under Section 444(1) Education Act 1996, where if convicted you may be fined up to £1,000.**
- **Prosecution under Section 444(1) Education Act 1996 where if convicted you may be fined up to £2,500 and/or a custodial sentence.**

Please note that you may not be given a Penalty Notice as the Local Authority may decide that it is appropriate to prosecute you without first offering an alternative.

SCHOOL RESPONSE (for office use only)

The school has authorised / not authorised this request (reasons below if not authorised):

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..... Date: