

## Appendix 2: Term time absence authorisation form

## TERM TIME ABSENCE AUTHORISATION – PARENTAL REQUEST FORM

**WARNING: Failure to ensure your child's regular attendance at school could result in:**

- A Penalty Notice issued to you by the Local Authority; or
- Prosecution in the Magistrates' Court which may lead to a criminal record – Please note that this action will also be taken should you be issued with a Penalty Notice that you fail to pay

### Penalty Notice Details:

**The first Penalty Notice issued to each parent/carer for unauthorised term-time absence will be charged at £160 (per parent/per child) if paid within 28 days, reducing to £80 (per parent/per child) if paid within 21 days.**

**If within 3 years of the first Penalty Notice, it is deemed appropriate to issue you with a second Penalty Notice in respect of your child's absence, the second Penalty Notice will be charged at a flat rate of £160 (per parent/per child) if paid within 28 days. There will be no opportunity to pay it at the reduced rate.**

**If there is a third occasion of unauthorised absence in a 3 year period, a Penalty Notice cannot be issued, and the Local Authority may proceed directly to court with a prosecution under the Education Act 1996, where if you plead guilty or are found guilty will mean you will have a criminal record.**

**Where there are significant concerns about your child's attendance, prosecution action may be taken, and no Penalty Notice will be issued.**

### Important Regulations:

The regulations concerning authorised absences during term time have been significantly tightened by the DfE's statutory guidance on 'Working Together to Improve School Attendance' (effective from 19<sup>th</sup> August 2024). The purpose of this regulation is to clarify schools cannot grant leave of absence unless there are "exceptional circumstances" <sup>4</sup>.

In practice the changes mean that:

- Headteachers cannot authorise absences for family holidays during term time in any circumstances.
- Headteachers can only authorise term time absence for an exceptional, once in a lifetime events 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 confirm that I have read the information above.**

Signed: ..... Date: .....

Name of Parent/Carer \*making the application (Please PRINT) .....

\*This is defined as any adult with legal parental responsibility for a child. If another parent also has parental responsibility for your child, then it is your responsibility to ensure that they agree with this request.

|                                                                                                       |                         |
|-------------------------------------------------------------------------------------------------------|-------------------------|
| <b>For Office Use Only</b>                                                                            |                         |
| <b>SCHOOL RESPONSE</b>                                                                                |                         |
| <b>The school has authorised / not authorised this request.</b><br>(reasons below if not authorised): |                         |
|                                                                                                       |                         |
|                                                                                                       |                         |
|                                                                                                       |                         |
| Signed:                                                                                               | Date:        /        / |

**SCHOOL RESPONSE (for office use only)**

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

.....

.....

Signed: .....

Date: .....