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 19th August 2024). The purpose of this regulation is to clarify schools cannot grant leave of absence unless there are "exceptional circumstances" '.
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.

For Office Use Only	
SCHOOL RESPONSE	
The school has authorised / not authorised this request. (reasons below if not authorised):	
Signed:	**Date:** / /