



See Appendix C Pods Absence form and Attendance flyer to be included with the form.

LEAVE OF ABSENCE REQUEST FORM

PLEASE NOTE - The Education (Pupil Registration) (England) (Amendment) Regulations 2013 state that head teachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances. If children are absent from school without authorisation, parents may be subject to a fine from Derbyshire County Council. Please see our Attendance Policy, found on our website www.holmesdale.derbyshire.sch.uk or at the request of the school office, for further information on holidays taken during term time.

Name of pupil (s) Year Group
..... Year Group
..... Year Group

Pupil Address

Name of Parent(s)

Parent Address (if different)

I / We wish to apply for our child(ren) to be absent from school for EXCEPTIONAL CIRCUMSTANCES on the following dates:

From..... To.....

Total number of days our child(ren) will be absent from school

Please supply in as much detail as possible the reason for your request and why you feel it is exceptional circumstances. Please include the names of the adult(s) who will be with your child(ren) during their absence from school.
Continue over the page if necessary

Signed (both parents if applicable)

Parent 1

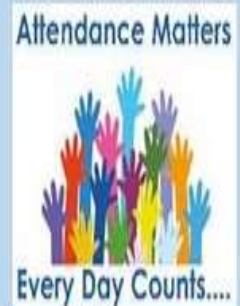
Parent 2 Date.....PLEASE

SUBMIT ONE MONTH BEFORE THE DATE OF THE REQUEST



School Attendance: Penalty Notice Fines for School

The law is changing



Government is introducing a new National Framework for Penalty Notices which comes into force after 19th August.

Per Parent, Per Child

Penalty Notice Fines will now be issued to each parent, for each child that was absent. For example; 2 siblings absent for term time leave, would result in each parent receiving 2 separate fines.

First offence

The first time a Penalty notice is issued for Term Time Leave or irregular Attendance, the amount will be:

- £160 per parent, per child paid within 28 days
- Reduced to £80 per parent, per child if paid within 21 days

Second Offence

The second time a Penalty Notice is issued for Term Time Leave or irregular Attendance the amount will be:
£160 per parent, per child paid within 28 days.

Third Offence or Any Further Offences (within 3-years)

The third time an offence is committed for a Term-Time Leave or irregular attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrate's Court.

Magistrate's fines can be up to £2500 per parent, per child. Cases found guilty in Magistrates Court can show on the parent's future DBS certificate, due to 'failure to safeguard a child's education.

5 consecutive Days of Term Time Leave

Penalty Notice Fines will be issued for Term Time Leave of 5 or more consecutive days and can be included in the 5 or more consecutive days where there was intent to be absent for term time leave. 10 sessions of unauthorised absence in a 10-week period.

Penalty Notice Fines will be considered when there has been 10 sessions of unauthorised absence in a 10 week period.