

KING EDWARD VI SCHOOL



LEAVE OF ABSENCE APPLICATION FORM

Parents applying for their child to have leave from school should complete this form and return it to school for authorisation well in advance.

Penalty Notice Fines for School Attendance changed from 19th August 2024. The new National Framework for Penalty Notices has been issued by DfE. There is a single consistent national threshold for when a penalty notice must be considered by all schools in England of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence. The 10-school week period can span different terms or school years.

The DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

First Offence - A Penalty Notice is issued for unauthorised absence 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 (within 3 years) A Penalty Notice is issued for unauthorised absence the amount will be: £160 per parent, per child paid within 28 days.

Third Offence and Any Further Offences (within 3 years) - A Penalty Notice will not be issued and the case could be presented straight to the Magistrate's Court. Prosecution can result in Criminal records and fines of up to £2,500. Cases found guilty in Magistrates' Court may show on the parent's future DBS certificate due to 'failure to safeguard a child's education'.

Name of student					
Year & Tutor Group					
Name of Parent / Carer:					
Address of student:					
Date requested from		Date requested to		Total number of school days	
Name and school of student's sibling(s):					
Reason for taking a holiday/requesting time off during term					
Did (s)he have leave of absence during term-time in the previous school year?					Yes / No
Parent's/Carer's signature:			Date:		
Agreed - special circumstances []		No. of days []			
Not Authorised []		No. of days []			
Signature of Headteacher:			Date:		
For office use only:					
Penalty Notice to be sent - YES / NO Check any previous absence (PN accordingly) []					
Have Previous Penalty Notices been issued: [yes 1] [Yes 2] [Court Action]					

