**Wooler First School and Glendale Middle School**

**REQUEST FOR LEAVE OF ABSENCE - DURING TERM TIME**

 **Education (Pupil Registration) (England) Regulations 2006**

**Education (Pupil Registration) (England) (Amendment) Regulations 2013**

The 2013 amendments to the 2006 regulations explain clearly that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head Teachers should also determine the number of school days a child can be away from school if leave is granted.

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| --- | --- |
| **Name of pupil** |  |
| **Date of birth** |  |
| **Address** |  |
| **Tutor/Year group** |  |
| **Contact Numbers** |  |
| **Name of sibling/s & school attended** |  |

I request permission for my child to be granted leave of absence from school between:

|  |  |
| --- | --- |
| **First Day of Absence** |  |
| **Last Day of Absence** |  |
| **Total School Days** |  |

Please fully explain the **exceptional circumstances** relating to the leave of absence you would like the Head Teacher to consider. *(Continue on a separate sheet if necessary).*Any documentation supporting exceptional circumstances **MUST** be provided at the time of application.

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**Declaration**

I have read and understood the information regarding leave of absence during term time, unauthorised absence, Penalty Notices and prosecution. I am aware of the possible consequences should I take my child on leave of absence without the prior authorisation of the Head Teacher.

|  |  |
| --- | --- |
| **Name of parent** |  |
| **Date of birth** |  |
| **Address** |  |

|  |  |
| --- | --- |
| **Name of parent** |  |
| **Date of birth** |  |
| **Address** |  |

**Signature**……………………………………………… **Date**……………………

Tour application for the leave of absence is / is not authorised

**Headteacher’s signature**……………………………………………**Date**……………………

**New rules relating to attendance and term time holidays, which took effect from 19th August 2024.**

The law entitles every child of compulsory school age the right to access an education appropriate to their needs. It is a legal responsibility of every parent/carer to ensure that their child receives that education. Attendance at school is essential for pupils to get the most out of their school experience, including their attainment, wellbeing and wider life chances.

**The Department for Education have significantly toughened the law in relation to school attendance and have now published revised guidance that is now mandatory.**

Please ensure you read the following information and particularly review any holiday plans during term-time you may have as a family.

**Requests for Leave of Absence**

Parents must request permission in advance from school for leave of absence for any reason, including holidays. Headteachers cannot grant leave during term time unless there are exceptional circumstances and cannot grant permission retrospectively. Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not be an exceptional circumstance. The ‘H’ code (authorised holiday) will no longer exist in the new absence codes, to reflect the change in policy. If you take your child out of school without permission this may lead to enforcement action (penalty notice or prosecution).

**National Thresholds**

From September 2024, schools will need to consider a Penalty Notice if a pupil misses 10 sessions of unauthorised absence in a rolling period of 10 school weeks. Half of a day (am or pm) is considered as a ‘session’. The threshold of 10 sessions can be met with any combination of unauthorised absence, for example, eight sessions of unauthorised holidays in term time and two sessions for other unauthorised reasons. The ten-school week period may span different terms or school years, for example: 2 sessions of unauthorised absence in the Summer Term and a further 8 in the Autumn term.

**Penalty Notices**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Under the new national framework, Fixed Penalty Notices will be considered when a child has missed ten or more sessions (five days) due to unauthorised absence in a period of ten school weeks. In September 2024, Penalty Notices (fines) charged to parents will rise to £80 (if paid within 21 days) or £160 (if paid within between 22 and 28 days). Where a penalty notice is unpaid, legal action would be pursued. Under the new framework, only two penalty notices can be issued to the same parent for the same child within a three-year rolling period. Where a second Penalty Notice is issued to the same parent for the same child, the charge will be £160.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Paid within 21 days | Total for parent 1 | Total for parent 2 | Paid within 28 days | Total for parent 1 | Total for parent 2 |
| 1 child | £80 | £160 |  | £160 | £320 |
| 2 children | £160 | £320 |  | £320 | £640 |
| 3 children | £240 | £480 |  | £480 | £1440 |

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If a third offence is committed within a three-year rolling period, legal action/prosecution would be considered.

More information can be found at <https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

School attendance is a high priority for everyone. The Local Authority and schools are committed to improving attendance and achievement and would like parents/carers to work with us to ensure the best possible outcomes for their children.

Attending school is the most effective way to improve life chances and future opportunities for our children. We expect all children to attend school regularly and those families who struggle to send their child to school are fully supported. Term time holiday requests will not be authorised unless very exceptional circumstances are met and reviewed by the Headteacher.

We continue to appreciate the wonderful support that you give to our school in ensuring that your child is given the very best start to life.