



**REQUEST FOR LEAVE OF ABSENCE IN TERM TIME**

If you feel that absence from school in term time is unavoidable complete this form and return it to the Attendance Manager.

It is illegal for the Headteacher to grant any leave of absence during term time unless in **very** exceptional circumstances.

If a child is selected to represent the school or a club in a significant sporting or musical event, then permission for "approved sporting activity" will be considered.

**Permission must be sought before any arrangements are made**

Please note that the school will ask the Local Authority to issue a penalty notice if a child is absent due to an unauthorised leave of absence, family or sporting event without the express agreement of the Headteacher and this falls within the Penalty Notice Guidelines as in the School Attendance Policy (printed on the reverse of this form).

Pupil's Name :		Tutor Group :	
Home Address :			
I request for my child to be absent from school during the following dates :			
Date of last day at School :	Date of return to School :	Number of School days :	
Reason for absence from school			

I make a request for my child named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a penalty notice or a summons to court for irregular school attendance.

Name of Parent/Carer making application \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

**School to complete**

<b>Authorised</b>	<b>Unauthorised</b>
<b>Date:</b>	

## PENALTY NOTICE INFORMATION

New Regulations for issuing Penalty Notices to address poor School attendance (effective from 19 August 2024)

New regulations will affect penalty notices issued for:

- Unauthorised leave of absence (e.g., holidays, period of absence to attend weddings, funerals or to visit sick relatives etc)
- Low attendance – where there are 10 unauthorised absences (5 school days) in a 10-week period – they do not need to be consecutive
- A rolling 3-year period will be activated from the issue date of the first penalty notice with increased sanctions for each period of unauthorised absence within that 3 year period

Significant Changes:

- If a parent/carer incurs a penalty notice after 19 August 2024, the new charging rates are £160, per parent/carer per child - reduced to £80 if paid within 21 days
- If a parent then incurs a second penalty notice relating to the same child/children the penalty notice will be charged at the flat rate of £160, per parent/carer per child. If it is not paid within 28 days, prosecution will be considered
- If a parent has incurred 2 penalty notices relating to the same child/children in the rolling 3-year period since the first penalty notice was issued, they will NOT receive a third penalty notice – Surrey County Council will have no option but to consider a prosecution, per parent/carer per child, in the Magistrates Court under s 444 Education Act 1996

Charges – applied after August 2024 - Each charge is per parent/carer, per child

	<b>Charge</b>	<b>If paid before 21 days of PN issue</b>	<b>If not paid within 28 days of PN issue</b>
<b>First unauthorised period of absence</b>	<b>£160</b>	<b>£80</b>	<b>Prosecution</b>
<b>Second unauthorised period of absence (within 3 years of first PN issue date)</b>	<b>£160</b>	<b>£160 (no reduction)</b>	<b>Prosecution</b>
<b>Third unauthorised absence (within 3 years of first PN issue date)</b>	<b>N/A</b>	<b>N/A</b>	<b>Prosecution</b>

Who can be issued with a Penalty Notice?

S.576 Education Act 1996 states that:

- In relation to a child or young person, a 'parent' includes any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility for the child, or who has care of the child
- Where parents are separated, Surrey County Council tend to issue penalty notices to the parent that took the child out of school for unauthorised leave

**ALL PENALTY NOTICES WILL CONTINUE TO BE ISSUED BY SURREY COUNTY COUNCIL**