

For Office Use Only		
Actions:	Date	Initials
Date received and by whom		
Request entered on CPOMS & passed to Headteacher		
Paperwork returned to parents / carers		

APPLICATION FOR LEAVE OF ABSENCE FOR {INSERT NAME OF CHILD}

You are not entitled to take your son/daughter out of school.

In line with new government legislation, we have reviewed our approach to attendance. Parents of children with attendance below 95% will be contacted by our Attendance Officer. If attendance does not improve the headteacher and the Attendance Support Team will take action. [School attendance and absence: Legal action to enforce school attendance - GOV.UK](#)

Are you aware of the impact of absence?

- One day off per school year = 99.5% attendance
- Ten days off per school year = 94.7% attendance
- Twenty days off per school year = 90% attendance
- 90% attendance across Years R - 6 = two terms of a School YEAR MISSED

Taking your child out of the school during term time is detrimental to their educational progress. **Parents should not request a leave of absence for their children during term time. There is no legal right to do so.** Any agreement to leave is at the discretion of the Headteacher, acting on behalf of the Governing Body (Pupil Registration Regulations 2006). Each case will be judged on its merits in line with certain considerations as outlined in guidance from the Department of Education.

If the absence is not authorised and the student does not attend school at that time, the case will be referred to the Attendance Support Team who may issue a **Penalty Notice of £160 (or £80 if paid within 28 days) to each parent for each child taken out of school.** Please note that further important information relating to Penalty Notice procedures is attached to this document.

Failure to return on the date stated may result in an unannounced home visit and/or your child being reported as Missing in Education. Persistent absence may mean you lose your child's place at Bushmead.

[The Education \(Pupil Registration\) \(England\) Regulations 2006](#)

Name of Student:	
Date of Birth:	
Class:	
Date of first day of absence:	
Date of return to school:	
Number of school days requested:	
Reason for request for leave of absence during term time:	
Address and phone number of child/ren whilst absent.	
Copies of travel documentation attached	Confirm attached if applicable
Evidence of event:- medical evidence, death certificate, wedding invite etc	Confirm attached if applicable
Full Name and address of Parent 1:	
Full Name and address of Parent 2:	

Signed by parent:

Date:

Name (in block capitals, please):

For School use only:	
Total percentage of all absence this academic year (or during previous year, if applicable):	
Unauthorised pupil absences this academic year:	
Absence record at Bushmead	

Approved? YES / NO

Signed by the Headteacher:

Date:

Feedback to parents / carers:

Dear Parent(s)/Carer(s)

I am writing to inform you about the government statutory guidance **“Working Together to improve school attendance”** which has come into effect from **19th August 2024**.

Please make a note of the following changes: -

Per Parent/Per Child Penalty Notices

- *Penalty Notices for absences will be issued per child, per parent. This means that if multiple siblings are absent during term time and the absences are unauthorised by the school each parent will receive a separate fine for each child’s absence. Penalty Notices will be issued by the local authority, and the payment will be made directly to them. This is dealt with by the local authority’s **Attendance Support Team** (previously known as Education Welfare Service).*

First Offence Penalties

- *The first penalty notice issued to each parent in respect of a particular pupil will be charged at:*

£160.00 if paid within 28 days. This will be reduced to £80 if paid within 21 days.

Second Offence (within 3 years)

- *A second penalty notice issued to the same parent in respect of the same pupil is charged at:*

A flat rate of £160.00 if paid within 28 days.

Third Offence and any further offences (within 3 years)

*A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action will be taken instead. This will often include considering **prosecution** but may include other tools such as one of the other attendance legal interventions.*

10 Sessions (5 days) of Unauthorised Absence in a 10-week period

- *Penalty Notice Fines will be considered when there have been 10 sessions (which is the same as 5 days) of unauthorised absence in a 10-week period*

Yours faithfully,

Ms J Travi

Head Teacher

