



LEAVE OF ABSENCE REQUEST FORM

Please be aware, as per our school's attendance policy and the Sefton published Code of Conduct relating to school attendance, that the law requires parents to seek permission from the headteacher to take their child out of school during term time. The law states permission can only be granted if:

1. An application has been made in advance by the parent the child normally lives with; and
2. There are exceptional circumstances.

To be completed by parent/guardian:

Surname of child		First name	
Date of birth		Class	
Surname of parents/guardians		First name of parents/guardians	
Address of child			
Postcode		Telephone number	
Please state below all reasons at this stage why the leave must be taken during term time instead of during the school holiday periods:			
Total number of school days:		From:	
		To:	
Would he/she miss any national tests or examinations?		Yes	No
Has he/she already had leave during term-time this school year? (If so, please give dates and number of school days leave)		Yes	No
Did he/she have leave of absence during term-time in the previous school year?			
Emergency telephone contact in the Southport district			
Siblings name(s) and school(s) attended – if relevant			
Parent's/Guardian's Signature			

Helping Parents understand Penalty Notice Fines for School Attendance:

From 19 August 2024, there is a National Framework for Penalty Notice Fines being issued for unauthorised absences recorded by schools

National Threshold

A single consistent national threshold for when a Penalty Notice must be considered by ALL schools in England, this is:

- 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. For example, a 5-day unauthorised leave of absence would meet the national threshold. The 10-school week period can span different terms or school years.

Who may be fined?

Penalty Notice Fines are issued to each parent who allows their child to be absent without authorisation from school. For example, 3 siblings absent for unauthorised leave during term-time would result in each parent receiving 3 separate fines.

First Offence

The first time a Penalty Notice is issued for unauthorised absence, the fine amount will be:

- £80 per parent, per child if paid within 21 days. If not paid within 21 days, the fine will increase to £160 per parent, per child, payable between the 22nd and 28th day.

Second Offence (within 3 years)

The second time a Penalty Notice is issued for unauthorised absence, a reduced rate is not available. The amount therefore will be:

- £160 per parent, per child – payable within 28 days

Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed, a Penalty Notice WILL NOT be issued, and the case will be presented straight to the Magistrate's Court. **Prosecution can result in criminal records and fines of up to £2,500.**

To be completed by the school:

Date request was received:			
Number of days requested:		Authorised:	
Penalty Notice to be requested:			Yes / No
Parents informed of the decision:	Have parent(s) been informed of potential consequences of taking unauthorised leave?	Yes / No	
	Have the parent(s) been informed of potential consequences of failure to return on due date?	Yes / No	
Record of action dates:	Telephone call		
	Letter		
	Referral to LA for PN		
Headteacher signature:		Date:	