



REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

The Department for Education has amended the regulations and guidance in relation to absences in term time. There is no automatic right to take your son or daughter out of school during term time.

The Department for Education's regulations and guidance only allow a Headmaster to grant a leave of absence if there are **exceptional circumstances**. When determining whether or not an absence in such circumstances can be authorised, the Headmaster will also determine the number of days a child can be away from school ***if*** the leave is granted.

If you consider that your request falls into this category, you will need to complete the **Student Leave of Absence** form which is at the end of this document. A response will be sent to you as soon as possible. If the absence requested is not considered to be an exceptional circumstance but you nevertheless take your son or daughter out of school, the absence will be recorded as unauthorised in line with Local Authority guidance.

Please be aware that you may be fined if your son or daughter does not attend school without authorised reason.

Penalty Notice Changes

First Offence

The first time a Penalty Notice is issued for unauthorised term time absence or irregular attendance 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 of the first offence. The second time a Penalty Notice is issued for unauthorised term time absence or irregular attendance the amount will be **£160 per parent, per child** paid within 28 days.

No reduction for early payment.

Third Offence onwards

Within 3 years of the first offence. The third time an offence is committed for unauthorised term time absence or irregular attendance a Penalty Notice will not be issued, and the case will be **presented straight to the Magistrates' Court. Fines can be around £2500 per parent, per child. Cases found to be guilty in Magistrates' Court can show as a criminal record and also on the parent's future DBS certificates due to 'failure to safeguard a child's education'.**

Unauthorised absence

Includes absence without justified cause, including medical evidence not been provided when requested and no communication with school regarding absence later recorded after registration has closed are also unauthorised absence.

All absence requests must be completed on the Student Leave of Absence form, letters will not be accepted.

Any absence from school will disrupt your son or daughter's learning. You may consider some absences to be educational but your son or daughter will still miss out on the teaching that his or her peers will receive. Children returning from an absence are unprepared for the lessons which build on the teaching they have missed.

I hope you will support our efforts to raise attendance and attainment at our school.

Yours sincerely,

Mrs D Owen
Deputy Headteacher

REQUEST FOR ABSENCE DURING TERM-TIME

Name of student

Form of
student.....

Period of absence:

From:
to.....

Reason for absence:
.....
.....
.....
.....

Signed..... Date
.....
(Parent/Carer)

Holidays and casual absences will be recorded as 'unauthorised absence' as we do not allow holidays during term time. Parents/Carers should be aware that such absences may be detrimental to a student's education, and staff cannot be expected to undertake work to compensate for what has been missed.

TO BE RETURNED TO PARENT/CARER

Permission has/has not been granted for (student's
name).....

for absence during the period from..... to
.....

Their absence will be recorded as authorised/unauthorised.

Signed
Date



Wallington
County Grammar School

Attendance Matters

100%	0 DAYS	0 LESSONS MISSED
99%	1 DAY	5 LESSONS MISSED
98%	3 DAYS	15 LESSONS MISSED
97%	1 WEEK	25 LESSONS MISSED
96%	1.5 WEEKS	35 LESSONS MISSED
94%	2 WEEKS	50 LESSONS MISSED
93%	2.5 WEEKS	65 LESSONS MISSED
92%	3 WEEKS	75 LESSONS MISSED
90%	3.5 WEEKS	90 LESSONS MISSED

MAXIMISE YOUR POTENTIAL.