



St James Infant and Pre-School
St James Street, Daventry, NN11 4AG



Head Teacher - Mrs Sarah O'Shea
Tel: 01327 702783
Email: siis-admin@siis.inmat.ora.uk

Request For Leave of Absence

PLEASE RETURN COMPLETED REQUEST FORM TO THE HEAD TEACHER OR VIA THE SCHOOL OFFICE
after appointment with Head or attendance officer

Pupils Name:	Class:	Pupil's DOB:
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1. Parent / carer with Parental Responsibility:		
Parents Name:	DOB:	Address:
Email:	Phone:	

2. Parent / carer with Parental Responsibility:		
Parents Name:	DOB:	Address:
Email:	Phone:	

This information is collected to be used by the local authority if a fine or court proceedings result from an unauthorised absence.

<u>First date of absence:</u>	
<u>Last date of absence:</u>	
<u>Reason for absence from school:</u>	
Head's / Attendance Officer's meeting notes:	

Penalty notices will be considered for 10 sessions (5 consecutive days of term time leave) or 10 days of unauthorised absence in a 10 week period (in the same or different academic years).

Penalty Notice Fines will be issued to each parent, with PA for each child that was absent.

1st Offence: The first time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be: £160 per parent, per child paid within 28 days.

2nd offence (within 3 years): The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be: £160 per parent, per child paid within 28 days.

3rd offence (within 3 years): The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the magistrates' court. Magistrates' fines can be up to £2500 per parent per child.

Signed: _____

Date: _____

Request For Leave Of Absence

Pupils Name: _____

Class: _____

First date of absence: _____

Last date of absence: _____

Total number of school days missed: _____

This leave of absence request has been considered and the Head Teacher has decided to

Authorise

Declined to authorise

Please note if the request has been declined you may be liable for a fine/court proceedings as stated on the absence request form initially given to you.

Head teachers signature: _____

Date: _____

Attendance Matters



100%	0 DAYS	0 DAYS MISSED
99%	1 DAY	1 DAY MISSED
98%	3 DAYS	3 DAYS MISSED
97%	1 WEEK	5 DAYS MISSED
96%	1.5 WEEK	7.5 DAYS MISSED
94%	2 WEEKS	10 DAYS MISSED
93%	2.5 WEEKS	12.5 DAYS MISSED
92%	3 WEEKS	15 DAYS MISSED
90%	3.5 WEEKS	19 DAYS MISSED

**Maximise your potential.
Attend School every day.**

ATTENDANCE MATTERS

Penalty Notice Fines for School Attendance are Changing

We need to make you aware of some important changes that could affect you if your child is absent from school without authorisation. This includes holidays in term-time AND/OR other reasons which are avoidable AND/OR have not been authorised by the Headteacher.

Earlier this year the Department for Education published *Working Together to Improve School Attendance*. Within this document, it lays out the changes to issuing penalty notices that come into effect from 2nd September 2024.

When will a Penalty Notice fine be issued?

Penalty Notices will be considered for 5 consecutive days of term time leave or 10 sessions of unauthorised absence in a 10-week period (in the same year or over different academic years).

Fines Per Parent, Per Child

Penalty Notice Fines will be issued to each parent for each child that was absent.
For Example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.

First Offence

The first time a Penalty Notice is issued for Term Time Leave 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)

The second time a penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be:
£160 per parent, per child paid within 28 days.

Third Offence (within 3 years)

The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Magistrates' fines can be up to £2500 per parent per child.