



St James Infant and Pre-School



St James Street, Daventry, NN11 4AG

Request for Leave of Absence

PLEASE RETURN COMPLETED REQUEST FORM TO THE SCHOOL OFFICE

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 used by the local authority if a fine or court proceedings result from an unauthorised absence.

First date of absence:	
Last date of absence:	
Reason for absence from school:	
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.

First Offence

The first time a Penalty Notice is issued for unauthorised absence the amount will be: £80 per parent, per child if paid within 21 days. Increasing to £160 per parent, per child if paid within 28 days. Any non-payment of the Penalty Notice may be referred to the Magistrates Court

Second Offence (within 3 years)

The second time a Penalty Notice is issued for unauthorised absence the amount will be: £160 per parent, per child paid within 28 days. Any non-payment of the Penalty Notice may be referred to the Magistrates Court

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 could be presented straight to the Magistrate's Court.

Prosecution under s444 (1) Education Act 1996, where if convicted you may be fined up to £1,000. Prosecution under s444 (1) (a) Education Act 1996 where if convicted you may be fined up to £2,500 and/or 3 months' imprisonment.

Per parent, per child

Penalty Notice Fines are 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.

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

**Head's / Attendance
Officer's meeting notes:**

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.

Headteacher's signature: _____ Date: _____



PENALTY NOTICE FINES FOR SCHOOL ATTENDANCE IS CHANGING

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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 if paid within 28 days
Reduced to £80 per parent, per child if paid within 21 days.

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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 to be paid within 28 days. No reduced rate will be offered.

The following changes will come into force for Penalty Notice Fines issued after **19th August 2024**.

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THIRD OFFENCE AND ANY FURTHER OFFENCES (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. Cases found guilty in Magistrates' Court can show on a Parents future DBS certificate, due to failure to safeguard a child's education.

10 SESSIONS (5 DAYS) OF UNAUTHORISED ABSENCE IN A 10-WEEK PERIOD

Penalty Notice Fines will be considered when there has been 10 sessions of unauthorised absence in a 10-week period.

Please follow the link for the Publication that will start from 19th August 2024.
www.gov.uk/government/publications/working-together-to-improve-school-attendance