



# Brown's Church of England Primary School

Sandygate Lane, Horbling, Sleaford, NG34 8HS

Telephone: 01529 240367

Email: [enquiries@horblingbrowns.laat.co.uk](mailto:enquiries@horblingbrowns.laat.co.uk)

Executive Headteacher: Mr G Trafford

Head of School: Mrs L Maddick

[www.brownscofeprimaryschool.uk](http://www.brownscofeprimaryschool.uk)

## PUPIL LEAVE OF ABSENCE FORM

It is your responsibility to read this information before commencing any holiday/ leave of absence in term time.

### Penalty notices and prosecution

It is important to be aware that poor attendance may result in the issuing of penalty notices to parents. These notices can apply to term-time holidays, any unauthorised absences, or a combination of both. The national threshold for issuing a penalty notice in England is 10 sessions of unauthorised absence within a 10-week period. This typically equates to 5 school days. (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks). These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term). A Penalty Notice can be issued under the following legislation:

- Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise.
- Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act
- In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Penalty

Please note: A Fixed Penalty Notice can also be issued if your child is seen in a public place within the first 5 days of an exclusion from their school.



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• Section 103 of the Education and Inspections Act 2006 makes it a duty for parents in relation to pupils subject to a fixed period or permanent exclusion to ensure that their child is not present in a public place during school hours, without reasonable justification, during the first five days of any such exclusion. If a child is present in a public place during the first five days of an exclusion during school hours the parent may be guilty of an offence for which they can be prosecuted by the LA before a magistrates' court or issued with a Penalty Notice.

See below for further information:

Penalty Notice	Details
First Notice in a 3-year period:	Issued to each parent. Charged at £80 if paid within 21 days. £160 if paid within 28 days.
Second Notice in a 3-year period:	Issued to each parent. Charged at a flat rate of £160 if paid within 28 days.
Third Notice in a 3-year period:	Alternative action should be taken, for example prosecution or other attendance legal interventions. Fines per parent are capped at two within any three-year period. If a parent is prosecuted for their child's non-attendance, they could face a magistrates' court appearance and a fine of up to £2,500 and/or prison.

It is important to note that fines are a last resort, and parents are offered support from the academy on many occasions to improve their child's attendance first.



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Name of Pupil: \_\_\_\_\_

Year: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

I request permission for my son / daughter to be absent from school (please provide details below):

From: \_\_\_\_\_ (first date of absence)

To: \_\_\_\_\_ (last date of absence)

Total Days: \_\_\_\_\_ (school days)

**Special / Exceptional circumstances - you must explain the circumstances for the Leave of Absence and attach evidence in support (please continue on a separate sheet of paper if necessary) or if you prefer detail your circumstances in a letter, place in a separate envelope and attach to this application form.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I will ensure that worked missed by my child / children during this period will be made up (It is not the responsibility of the school to supply or correct work). Please ensure you complete a Leave of Absence form for each child.**

Signed: \_\_\_\_\_

Printed: \_\_\_\_\_

Date: \_\_\_\_\_

(Parent /Carer – must be signed by the parent/carer with whom the child resides)

**School use only**

Date Returned	Current Attendance	Previous Year Attendance	Authorised Days	Unauthorised Days



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## Reply Slip

Name of Pupil: \_\_\_\_\_

The school has considered your application for Leave of Absence in term time:

From: \_\_\_\_\_

To: \_\_\_\_\_

In accordance with the Regulations this will be recorded as \_\_\_\_\_ days authorised absence / \_\_\_\_\_ days unauthorised absence.

A Fixed Penalty Notice will/will not be issued for this requested leave of absence

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

(Head of School)