



North Tyneside Council

Southridge First School

REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME



Name of pupil	
Date of birth	
Tutor/year group	
Address	
Contact Numbers	

I request permission for my child to be absent from school between: -	
First Day of Absence	
Date of Return	
Total School Days	
Please fully explain the exceptional circumstances that you would like the Head teacher to consider (continue a separate sheet if necessary).	

Declaration *(Please read the notes on the back of this form)*

I have read and understood the information about leave of absence during term time, unauthorised absence, and Penalty Notices. I am aware of the possible consequences should my child take a leave of absence without the prior authorisation of the Head teacher.

Signature..... **Date**.....

(Parent/Carer)

Important information for Parents

As a parent/carer, you can demonstrate your commitment to your child's education by not allowing your child to miss school for anything other than an exceptional and unavoidable reason. Research suggests that children who are taken out of school may never catch up on the learning they have missed, which may ultimately affect exam and test results.

Parents are required under the **Education Act (1996)** to ensure their child attends school regularly. There is no automatic right to take a child out of school during term time, but the law allows Head teachers to consider individual requests to authorise a leave of absence **in exceptional circumstances**.

The Head teacher must be satisfied that the exceptional circumstances justify an authorised absence, and it is entirely the responsibility of the parent submitting the request to provide enough information and evidence in order to establish this fact.

The request for an authorised leave of absence must be made in advance and the Head teacher may invite the parent/carer into school to discuss the request before a decision is made.

If the circumstances relating to this request are considered exceptional and the absence is authorised by the Head teacher, the expectation is that child's attendance will be of a satisfactory level both prior to and after the date covered by the request.

If the request for a leave of absence is refused and the absence is recorded as unauthorised, the Head teacher may refer the matter to the Local Authority requesting a Penalty Notice be issued against you.

Under the new National Framework for Penalty Notices issued by the DfE, the following changes will come into force for School Penalty Notice Fines issued after 19th August 2024:

First offence: The first penalty notice issued for unauthorised absence is a fine of £80 if paid within 21 days of receipt, rising to £160 if the notice is paid after 21 days but within 28 days.

Second Offence: If a second penalty notice is issued within a 3-year period for unauthorised absence, then the fine is a flat rate of £160 paid within 28 days.

Third Offence: 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 record and fines of up to £2,500

If the penalty is not paid in full by the end of the 28-day period, the Local Authority will prosecute for the offence to which the notice applies.

Where there is more than one child, each parent may be issued with a Penalty Notice in respect of each child.

As the Penalty Notice are fixed the legislation does not allow part-payment to be made or payments by instalments.