**Federation of Penny Acres and Wigley Primary Schools**

**LEAVE OF ABSENCE REQUEST FORM**

Please note - In September 2013 the Education (pupil Registration) (England) (amendment) Regulations 2013 came into force. These regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances. Derbyshire County Council will consider the issue of a penalty notice for any period of holiday absence which has not been authorised by the headteacher regardless of a child’s wider school attendance.

Name of Child(ren) …………………………………………………………. Year Group ………………..

…………………………………………………………. Year Group ………………..

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Child’s Address …………………………………………………………………………………………………………………….

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Name of Applicant(s) and Address (if different)…………………………………..………………………………

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**I / We wish to apply for our child(ren) to be absent from school for the following dates.**

From…………………………………………………….. To…………………………………………………….

Total number of days our child(ren) will be absent from school ……………..

|  |
| --- |
| Please supply in as much detail as possible the reason for your request |

Signed: Date

**……………………………………………………………… ……………………………………………………………….**

***IF THE REQUEST IS FOR A FAMILY HOLIDAY PLEASE SUBMIT IT BEFORE THE HOLIDAY IS BOOKED.***

The government have now implemented changes that come into force from the 19th August 2024 around the National Framework for Penalty Notices. Please see the attached document and the link below that outline the changes.

[Fines for parents for taking children out of school: What you need to know – The Education Hub (blog.gov.uk)](https://educationhub.blog.gov.uk/2024/02/29/fines-for-parents-for-taking-children-out-of-school-what-you-need-to-know/)

With the changes, Penalty Notices **MUST** be issued for unauthorised Term Time Leave of 5 or more consecutive days. Please note, absence due to illness is not classed as unauthorised.

The first time a Penalty Notice is issued for unauthorised Term Time leave, the fine will be:

£160 per parent, per child paid within 28 days. If paid within 21 days, this is reduced to £80 per parent.

The second time a penalty notice is issued for unauthorised Term Time Leave or irregular attendance **(within 3 years)**, the fine will be:

£160 per parent per child paid within 28 days.

The third offence, **and any further offences (within 3 years):**

A penalty notice is not issued and the case is presented straight to the Magistrate's Court. Fines issued from court can be up to £2500 per parent, per child. Parents may also be charged with 'failure to safeguard a child's education'.

As Term Time holidays are classed as unauthorised absence, Derbyshire County Council will look to issue a fine if the holiday is taken. **Please note, the fine is not issued by school, and money raised does not come to school either.**