

Absence Request Form

This form should be handed in to school office at **least 7 days** prior to absence.

Taking your child out of school during term time may harm their academic progress

Schools are only permitted to authorise absence in **exceptional** circumstances, such as a:

- **family emergency**
- **funeral of a close family member (please state relationship to you)**
- **wedding of a close family member (please state relationship to you)**

From August 2024, schools are not permitted to authorise holidays in term time.

Absences adjacent to either side of a school holiday will no longer be routinely authorised.

Circumstances which are notified to the school **after** a decision has been made by the Head will not be considered. Therefore please be certain to provide all details of the exceptional circumstances relating to your application below and attach any supporting evidence.

PLEASE COMPLETE ONE FORM PER STUDENT

Pupil's name:			
Pupil's school:		Year	Class/Form
Application date:			
Name of parent(s) making application <i>(in block capitals)</i>	Title	Forename	Surname
Full address of applicant:			
Post code:			
Names of sibling(s) also requesting the same absence		Name of school (if not same school)	
Date of first day of absence		Date of last day of absence	
Date of return to school		Total number of days requested	
The exceptional circumstances for absence requested during term time are:			
Parent/Carer signature		Date	

Please see response overleaf



St Laurence School



Churchfields,
The Village School



Fitzmaurice Primary
School



Winsley Primary School



Westwood with Iford
Primary School



Christ Church CE VC
Primary School

Dear Parent/Carer,

Your request for exceptional leave of absence has been considered in line with the 2024 Department for Education Statutory Guidance on School Attendance.

% Attendance to date	
% Unauthorised absence to date	

Leave of absence **authorised**

Please ensure that your child returns to school promptly following your leave of absence as failure to do so can result in their removal from the school roll.

Leave of absence **unauthorised**

Any absence from school during this time will be marked as unauthorised and may be referred to the Education Welfare Service and a Penalty Notice may be issued.

Signed (Headteacher/Head of School): _____

Date: _____

PUPIL LEAVE OF ABSENCE IN TERM TIME

Important notice to all parents and carers

If a student accumulates ten or more sessions (five days) of unauthorised leave of absence within the previous six-month period of the current academic year, the school must notify the Local Authority, and a Penalty Notice will be issued to each parent for each child where that applies.

From August 2024, the fine for school absences across the country will be **£80 if paid within 21 days** or **£160 if paid within 28 days**. This rate is in line with inflation and is the first increase since 2012.

In the case of repeated fines, if a parent receives a second fine for the same child within a three-year period, this will be charged at the higher rate of **£160**.

Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered.

If you're prosecuted and attend court because your child hasn't been attending school, you could get a fine of up to £2,500.

Wiltshire Council



PUPIL LEAVE OF ABSENCE IN TERM TIME AND UNAUTHORISED ABSENCE

Important notice to all parents and carers

With effect from 19 August 2024 Wiltshire Council may issue penalty notices for unauthorised absence from school. This includes unauthorised absence as a result of a holiday taken in term-time. If a pupil accumulates 10 or more sessions of unauthorised absence within a 10 week period the school may issue you with a Notice to Improve School Attendance*. If your child's attendance does not improve the school must notify the local authority and a penalty notice will be issued to each parent for each child where that applies.

A penalty notice of £160 will apply to be paid within 28 days. This will be reduced to £80 if paid within 21 days. *(a parent will receive a penalty notice for each of their children)*

If a further penalty notice should be issued in relation to the same child within 3 years of the first penalty notice this will be in the sum of £160 to be paid within 28 days. *(a parent will receive a penalty notice for each of their children)*

If after 28 days the penalty has not been paid, legal proceedings will be taken through the magistrates' court for the unauthorised absence.

***NB: A Notice to Improve School Attendance will not be issued where the unauthorised absence is due to a holiday in term-time**

PENALTY NOTICES FOR ABSENCE FROM SCHOOL

EDUCATION ACT 1996

Information for Parents and Carers

With effect from 19 August 2024

Unauthorised absence is where the school has not given permission for the absence or where no justifiable reason has been given to the headteacher or when a child does not register either in the morning or the afternoon before the school register is closed.

Why have I received this leaflet?

Either – you have received a Notice to Improve School Attendance warning of the possibility of a penalty notice being issued as your child has had at least 10 sessions of unauthorised absence within a 10 week period.

Or – your child has unauthorised absence which has not been agreed by the school but support is not deemed appropriate (eg for a family holiday). You will not have received a Notice to Improve School Attendance in this situation.

What can I do now?

- If you have been issued with a Notice to Improve School Attendance due to unauthorised absence, you should make sure that your child does not have any more unauthorised absence from school.
- You should make contact with the school and arrange to discuss the support available to help improve your child's attendance

Can I get help if my child is not attending school regularly?

Yes, talk to your child's school.

The Education Welfare Service may also help:

Please email: EWS@wiltshire.gov.uk

The Education Act 1996

Section 444A and section 444B of the Education Act 1996 give powers to the local authority (LA) to issue penalty notices where the parent/carer is considered capable of but unwilling to secure an improvement in their child's school attendance.

Why are Penalty Notices used?

Reducing pupil absence from school is really important. Missing school reduces a pupil's educational attainment chances. Absence from school makes a child more vulnerable to anti-social behaviour and other crime. A child is less likely to get a job or training when s/he leaves school if they have been regularly absent from school.

What is a Penalty Notice?

A penalty notice is an alternative to prosecution and is used to try and improve a pupil's school attendance without the need to appear in court. If the fine is paid, a parent or carer cannot be fined or prosecuted again for the period covered by the penalty notice.

Penalty notices are issued to each parent for each child and payment is required for each penalty notice issued

Who issues them?

The Local Authority through the Education Welfare Service.

How are they issued?

By post to your home.

What are the costs?

If this is your first penalty notice then payment of £160 is required within 28 days of receipt of the penalty notice; this sum is reduced to £80 if paid within 21 days. If this is the second penalty notice to be issued to you in respect of the same child within 3 years of the first penalty notice, payment of £160 is required within 28 days of receipt of the penalty notice. If the penalty notice is not paid in full within 28 days the LA is required to start proceedings in the Magistrates' Court for your child's poor school attendance. If you plead guilty, or are found guilty, the courts have a wider range of options which could include a maximum fine of £1000. In addition, a Parenting Order could be imposed.

Can I be prosecuted if I pay the penalty notice but my child is still missing school?

Not for the period included in the penalty notice – payment discharges your liability in this respect. However, legal proceedings might be considered for further periods of poor attendance not covered by the penalty notice.

When are they used?

- When a parent/carer continually fails to provide a reason for a pupil's absence in accordance with school's procedures
- Following notification from a school to the LA that a pupil has had an unauthorised leave of absence
- When a pupil is referred to an Education Welfare Officer and fails to achieve the required improvement in attendance

In most cases a pupil will have had a minimum of 10 school sessions (5 school days) of unauthorised absence during a 10 week period before a penalty notice is considered.