



REQUEST FOR ABSENCE

This form is for absences of one day or more
Please fully complete form and return to the office

I would like to take :

Name	Class	Name	Class

Out of school from :

Returning to school on :

M	Tu	W	TH	F	_____
(Circle/Tick)					Date

M	Tu	W	TH	F	_____
(Circle/Tick)					Date

Number of school days absent:	
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Please state in full the reason for this absence:

Notes: HOLIDAYS WILL NOT BE AUTHORISED

Children should not take time off during term time unless it is an emergency. Parents **do not have a right**, to take their children away during term time. Permission must be sought in writing from the Head Teacher **in advance** of any journey being undertaken. Head Teachers can only authorise absences in **exceptional circumstances**.

Absences from school will not be authorised unless there are clearly communicated factors that the school regards as exceptional. Families of children who take absences from school not authorised as exceptional are liable to a fine of up to £160 per child per parent. Please see guidance from the DFE overleaf.

I have read and understood the information contained in this form and I am aware that I may be issued with a Fixed Penalty Notice if my child's absence from school is considered excessive.

Signed: _____ (Parent/Carer) Print: _____ Date: _____

OFFICE USE ONLY

I acknowledge the above request for absence on the date(s) specified. The absence will be recorded as follows:

Days authorised		Days unauthorised		FPN		
				Yes	No	

Notes :

Headteacher / Attendance Officer :		Date:	
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Current Attendance :		Absence History:	
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Response letter sent		FPN Submitted to LA	
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CHANGES TO SCHOOL ATTENDANCE - PENALTY NOTICES FROM 19 AUGUST 2024

The Department for Education (DfE) has introduced some new guidance for schools and local councils for managing school attendance. They have also introduced a new national framework for penalty notices (fines) in relation to school non-attendance and have amended the law. These changes come into effect from the 19 August 2024 and all schools and councils across the country will be expected to follow the new statutory guidance.

WHAT IS A PENALTY NOTICE?

A penalty notice allows parents to discharge an offence in relation to school non-attendance, by paying a one-off penalty without the matter being referred to court where they could receive fines of hundreds of pounds and a criminal record.

WHEN CAN A PENALTY NOTICE BE USED?

A school should consider next steps once 10 sessions (5 school days) of unauthorised absence happens in a rolling period of 10 school weeks. Unauthorised absence means any absence from school which has not been agreed by the school or when parents have **not** provided any explanation. A school week means any week in which there is at least one school session and can be across school terms or academic years. This can be any form of unauthorised absence including arriving late after closure of the register and days of unauthorised absence which add up to 10 half days or 5 full days within a 10-week period.

Once the threshold has been met the school will consider whether support may be appropriate to help your child to attend school. We would like to encourage all parents to continue to work with schools if attendance is becoming a concern. However, when schools and councils believe that they have exhausted all offers of support, and a parent/carer is not engaging with the attempt to improve their child's attendance at school a penalty notice may be issued.

CAN I HAVE A HOLIDAY IN TERM TIME?

Pupils should not be taken out of school during term time unless it is unavoidable. Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance. The guidance is clear that headteachers should not be considering a holiday as an exceptional circumstance.

If a request for leave for the purposes of a holiday is declined and the pupil is absent for 5 days or more then the school is expected to notify Swindon Borough Council. We will issue a penalty notice with no requirement for any support to be offered as specified in the statutory guidance. In every case, the notification for the penalty notice comes in from the school to Swindon Borough Council for the process to be completed. Penalty notices can also be issued where a pupil is absent for repeated incidents of unauthorised leave(holiday) in term time that fall below the 5-day threshold.

WHO CAN RECEIVE A PENALTY NOTICE?

Penalty notices are issued to parents/carers of statutory school age children only. They can be issued to each parent or carer who is deemed liable for the child's absence from school. This may include parents who do not live with the child. Please note that in education law this responsibility can extend to step-parents or other adults who live in the same place as the child.

Penalty notices will be issued to **each** parent for **each** child of statutory school age. So, for example two parents of two children will receive four penalty notices.

IS THERE A LIMIT ON THE NUMBER OF PENALTY NOTICES I MIGHT GET?

In all circumstances, the maximum number of penalty notices that can be issued will be **two** penalty notices **per parent per child in a rolling three-year period**.

The new regulations come into force on 19 August 2024 and will apply to unauthorised absence from the beginning of the autumn term 2024.

Any penalty notices that might be issued in the future which relate to unauthorised absence taken during the academic year 2023/2024 will **not** be counted as part of the two penalty notices within three years regulation.

HOW MUCH WILL THE PENALTY NOTICE BE?

FIRST OFFENCE PENALTY NOTICE £160 per parent per child Reduced to £80 if paid within 21 days of the notice being issued	SECOND OFFENCE PENALTY NOTICE (within 3 years) £160 per parent per child payable within 28 days of the notice being issued
THIRD OFFENCE PENALTY NOTICE The third or subsequent time an offence is committed for unauthorised absence, Penalty Notice will not be issued, the case will be presented straight to the Magistrates' Court.	

Swindon Borough Council will be publishing its updated code of conduct for penalty notices and all the necessary updated information on the Swindon Borough Council website in time for the start of the new term in September 2024.

For more information please go to the gov.uk web page below:
[Working together to improve school attendance - GOV.UK \(www.gov.uk\)](https://www.gov.uk)