

I/We are requesting permission to take exceptional leave of absence for
the child/children named below:

Name:	Class:
Sibling(s):	Class:
Names of sibling(s) attending any other schools (including school name):	
FROM (date):	TO (date):
For the following reason:	

I/We have read the information provided within this leave during term
time request form, including the National Framework for Penalty Notices.
I/We still wish to pursue this request.

Parent/Carer Name :	Parent/Carer Signature:
Parent/Carer Name:	Parent/Carer Signature:
Date:	Date:
FOR OFFICE USE: UNAUTHORISED <input type="checkbox"/> AUTHORISED <input type="checkbox"/>	

REQUEST FOR

LEAVE OF ABSENCE

DURING THE SCHOOL TERM

2024-2025

REQUEST FOR LEAVE OF ABSENCE DURING THE SCHOOL TERM

(Updated August 2024)

Regular school attendance is not merely a requirement but a fundamental pillar of education. It plays a pivotal role in shaping academic success, personal growth, and future prospects.

There is clear evidence that absence can have an impact upon a child's academic and social development. It is important that children have regular, uninterrupted school attendance and here at Corby business academy we expect pupils to attend school on every day possible, unless there are exceptional or unavoidable circumstances.

In line with the 'Working Together to Improve School Attendance' statutory guidance, The Department for Education states that a holiday or leave of absence for leisure and recreation would not constitute as an exceptional circumstance for leave during term time. Absences of this nature will therefore be unauthorised.

We also request that where possible, all dental/medical/optician appointments are made outside of school hours. Should this not be possible, please strive to provide evidence of the medical appointment via our **Main Office staff or Wellbeing Team** in order for the absence to be authorised.

The National Framework for Penalty Notices introduced by the Department for Education came into effect from the 19th August 2024. Full information of this framework is included overleaf.

Should you still wish to request a leave of absence for your child, please ensure that all of the required information within this form (overleaf) is clearly provided and this is returned to **[LOCATION e.g. Main Reception]** prior to the planned period of leave.

Please note that if your child's return to school is going to be delayed, communication must be made at the earliest opportunity.

Should you require any further information or clarity in relation to leave during term time absence, please consult the Local Authority Code of Conduct document: **[INSERT LINK]**.

The Department for Education 'Working Together to Improve School Attendance' statutory guidance can also be found here: **[INSERT LINK]**.

National Framework for Penalty Notices

(Department for Education, with effect from 19th August 2024)

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

1 First Offence

- The first time a Penalty Notice is issued for Term Time Leave or Irregular Attendance, the amount will be:
- £160 per parent, per child if paid within 28 days (paid directly to the Local Authority).
- Reduced to £80 per parent, per child if paid within 21 days.

2 Second Offence (within 3 years)

- The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance, the amount will be:
- £160 per parent, per child to be paid within 28 days (paid directly to the Local Authority).
- No reduced rate will be offered.

3 Third Offence and any further offences (within 3 years)

- The third time an offence is committed for Term Time Leave or Irregular Attendance, a Penalty Notice will not be issued and the case will be presented to the Magistrates' Court.
- Magistrates' fines can be up to £2500 per parent, per child.
- Cases found guilty in Magistrates' Court can show on a parent's future DBS certificate, due to failure to safeguard a child's education.

10 sessions (5 days) of unauthorised absence in a 10-week period

Penalty Notice Fines will be considered by the Local Authority when there have been 10 sessions of unauthorised absence in a 10-week period.