St. Thomas More Catholic Primary School
South Road, Saffron Walden, Essex. CB11 3DW
Headteacher: Ms A. Lipscombe BEd (Hons) MEd
w: www.stmsw.co.uk
e: admin@stmsw.co.uk
t: 01799 523248

Application for Leave of Absence from School during term time

Dear Applicant,

All schools **by law** must follow the Department for Education's statutory guidance relating to school attendance. They must use the appropriate national attendance or absence code, and follow the criteria set out within the guidance. The statutory guidance states:

- A leave of absence **must not be granted unless there are exceptional circumstances and must be requested in advance**
- A leave of absence must be requested **in advance** by a parent who the pupil normally lives with
- Schools must judge **each application individually**, considering the specific facts and circumstances and relevant background context behind each request
- Where a leave of absence is granted, **the school will determine the number of days a pupil can be absent from school**
- **A need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance**
- A school **cannot** grant a leave of absence retrospectively. If the parent did not apply in advance, the leave of absence should not be granted
- Where this guidance refers to a parent, the school and/or local authority will need to decide which adult(s) is most appropriate. Generally, parents include:
- All natural parents, whether they are married or not;
- All those who have parental responsibility
- Those who have day to day responsibility for the child

Please note all schools are expected to regularly inform parents about their child's attendance and absence.

Taking your child out of school during term time could be detrimental to their educational progress. If the absence is not authorised and the leave is taken, schools may refer to the Local Authority for legal action. Please find attached information regarding Penalty Notice Fines for School Attendance.

The St Thomas More Catholic Primary School is a company limited by guarantee registered in England and Wales with registered number 7696148
Registered office : South Road Saffron Walden Essex CB11 3DW
VAT no GB 118 9413 06

Essex County Council

Helping Parents understand Penalty Notice Fines for School Attendance

From 19 August 2024, there is a National Framework for Penalty Notice Fines being issued for unauthorised absences recorded by schools

National Threshold

A single consistent national threshold for when a Penalty Notice must be considered by ALL schools in England, this is:

- 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period
- These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence
- For example, a 5-day unauthorised leave of absence would meet the national threshold
- The 10-school week period can span different terms or school years

Who may be fined?

- Penalty Notice Fines are issued to each parent who allows their child to be absent without authorisation from school
- For example, 3 siblings absent for unauthorised leave during term-time would result in each parent receiving 3 separate fines

First Offence

The first time a Penalty Notice is issued for unauthorised absence, the fine amount will be:

- 80 per parent, per child if paid within 21 days
- If not paid within 21 days, the fine will increase to £160 per parent, per child, payable between the 22nd and 28th day

Second Offence (within 3 years)

The second time a Penalty Notice is issued for unauthorised absence, a reduced rate is not available. The amount therefore will be:

- £160 per parent, per child – payable within 28 days

Third Offence and Any Further Offences (within 3 years)

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 records and fines of up to £2,500

Cases found guilty in a Magistrates Court can show on the parent's future DBS certificate (Disclosure and Barring Service) due to a 'failure to safeguard a child's education'

Healthy School
Eco-Schools
School Games Platinum 2017/18
Work-Life Balance
Recognised as meeting the Investors in People Model for Work-life Balance
Investor in People
The Basic Skills Agency Quality Mark
Music Mark of recognition 2025 - 2026

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Dear Headteacher,

I would like to request permission for leave of absence for my child, a pupil registered at your school for the reasons detailed below *(further information can be attached if required).*

Pupil's full name	
Pupil's Date of Birth	
Date of Application	
Year Group	
Class / Registration	
Pupil's full address and postcode	

First date of absence	
Last date of absence	
Date of return to school	
Number of school days absent	

Please be aware, as per our school's attendance policy and the Essex published Code of Conduct relating to school attendance, that the law requires parents to seek permission from the head teacher to take their child out of school during term time. The law states permission can only be granted if:

1. **An application has been made in advance by the parent/carer the child normally lives with or by a person wishing to take the child out of school during term-time who is also considered to have parental responsibility;** and
2. **There are exceptional circumstances.**

Please also note that, if on the rare occasion circumstances are deemed exceptional by the head teacher, the duration your child is permitted to be away from school may only be determined by the head teacher.

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Reason for request including why you believe your circumstances to be exceptional (Further details may be attached to this form)

If you have a child/ren at another school/s, please detail their name/s and which school/s they attend below
Pupil's name, name of school and school telephone number:

Full name of person making request (note requests must be made by a parent who the pupil normally lives with or can be made by another person wishing to take the child out of school during term-time, provided they have parental responsibility.	

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Application for Leave of Absence from School during term time
School Response

Dear	
Copy sent to	

Re: Application for Leave of Absence from School during term time

Date of response from school	
Date application received by school	

Pupil's full name	
Pupil's Date of Birth	
Year Group, Class / Registration	
Pupil's full address and postcode	
Pupil's percentage attendance year to date	
Number of sessions absent this academic year (total)	
Number of which are authorised	
Number of which are unauthorised	

Has this pupil had any previously recorded unauthorised leave of absence?	
Was a Penalty Notice Fine requested as a result?	
Are you aware of any Penalty Notice Fines that the parent or parents may have previously received for this pupil and/or a sibling/child for whom they hold parental/day to day care and responsibility?	

School response to parent/s request for leave of absence

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Number of requested sessions authorised	
Number of requested sessions unauthorised	
Date pupil required to return to school	

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Headteacher Signature	
Headteacher Name	
Date	