



Brooke Hill Academy Trust

Term Time Absence Authorisation - Parental Request Form

The regulations concerning authorised absences during term time have been tightened significantly throughout ‘The Education (Pupil Registration) (England) (Amendment) Regulations 2013. The purpose of the new regulation is to ‘clarify that leave of absence shall not be granted by schools unless there are “exceptional circumstances”’.

In practice the changes mean that:

- Headteachers are not allowed to authorise absences during term time for family holidays in any circumstances.
- The 10 day per annum discretionary guidance for absence has been withdrawn
- Head teachers may only authorise term time absence for an exceptional, once in a lifetime event and any application must be received 10 days prior to the event.

I am requesting a leave of absence for my child/children.

Name of child/children: Class (es):

For the following reasons (please continue of the reverse if more space required):

Dates of absence from:/...../..... to/...../..... Total number of days or part days:

I have read the information above and provided in parent pamphlet on “term-time leave of absence”.

Print name: Date:..... Signed:

In the case of separated families, if either parent does not agree to the absence, they must write to the school formally stating this. In these cases the parent who refuses permission will not be fined.

School Response

The school has authorised / not authorised your request (reasons below if not authorised):

..... Date:

Warning

A fixed penalty notice may be issued by the Local Authority if you choose to take unauthorised term time leave of absence. Each parent/carer may be liable to a penalty of £60 (per child) if paid within 21 days and £120 (per child) if paid after 21 days but before 28 days. The government have indicated that the fine is due to increase during the next academic year.

I must warn you that failure to ensure your child’s attendance is an offence under Section 444 of the Education Act 1996. If the head of school has not authorised the absence, then the Local Authority may take legal proceedings against you. This may result in:

A Penalty Notice requiring payment of a penalty of up to £120 per parent per child. Failure to pay the penalty due will result in prosecution before Magistrates Court.

- **Prosecution under Section 444(1) Education Act 1996, where if convicted you may be fined up to £1,000.**
- **Prosecution under Section 444(1) Education Act 1996 where if convicted you may be fined up to £2,500 and/or a custodial sentence.**