



# Alder Grove Church of England Primary School

## LEAVE OF ABSENCE REQUEST FORM 2025-26

**This form needs to be completed with 15 days' notice otherwise requests may be declined.**

**Retrospective requests for leave of absence will not be granted and the absence will be recorded as unauthorised.**

Following a change in the law in September 2013, schools can no longer authorise any leave during term unless it is for **'exceptional circumstances.'** The decision to authorise such an absence remains entirely with the school.

Please be aware that if you take your child out of school for unauthorised leave or a holiday during term time, this information will be passed to the Educational Welfare Team at the local authority.

Taking an unauthorised holiday is a Criminal Offence and may result, depending on the circumstances of each case, in either a Fixed Penalty Notice being issued or Prosecution in the Magistrates Court. **Payment of a Penalty Notice within 21 days is £80, and within 22 and 28 days is £160. Penalty notices are issued to each parent per child. Failure to pay the fine will result in the matter being taken to court.** More details can be found on the attached poster and at [www.wokingham.gov.uk/penaltynotices](http://www.wokingham.gov.uk/penaltynotices).

**Important:** If parents remove pupils from school for long visits overseas, the school may seek to remove the student concerned from the school roll, in consultation with the Education Welfare Officer.

Please complete the section below and return to school **at least 15 days** before the requested absence. School will endeavour to respond to your request within 5 working days.

Pupil's name.....Year .....

**Reason for absence in term time? (This must be completed)** If the absence is for religious observance, please include the name and contact details of your place of worship.

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.....

Absence Period from (1<sup>st</sup> day of absence) ..... to (return date to school).....

Number of school days to be missed .....

Sibling details Name(s)/School(s) .....

Signature of Parent(s)/Guardian..... Date.....

Name of Parent(s)/Guardian (please print) .....

### **School use only**

**Attendance .....%      Unauthorised absence .....%      Authorised absence.....%**

**Previous Year's Attendance.....%**

**Has holiday / unauthorised leave of absence already been taken this school year? Yes / No**



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## School Response

Your request for leave of absence has been considered and has/has not been approved for

Name of Pupil: ..... Class: .....

Signed: ..... Date: .....

Please be aware that penalty notice fines will be considered when there has been 10 sessions (5 school days) of unauthorised absence within a ten-week period and that this information will be passed to the Educational Welfare Team at the local authority.

Miss R Scales

Deputy Headteacher & Senior Attendance Champion

**PENALTY NOTICE FINES FOR SCHOOL ATTENDANCE IS CHANGING**

**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  
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. 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 straight 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 Parents future DBS certificate, due to failure to safeguard a child's education.

The following changes will come into force for Penalty Notice Fines issued after **19th August 2024**.

**10 SESSIONS (5 DAYS) OF UNAUTHORISED ABSENCE IN A 10-WEEK PERIOD**  
Penalty Notice Fines will be considered when there has been 10 sessions of unauthorised absence in a 10-week period.

Please follow the link for the Publication that will start from 19th August 2024.  
[www.gov.uk/government/publications/working-together-to-improve-school-attendance](http://www.gov.uk/government/publications/working-together-to-improve-school-attendance)