SOUTH EAST WALES CONSORTIUM

Torfaen
Fixed Penalty Notice
Policy and Guidance

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EAS

in partnership with

Cyngor Bwrdeistref Sirol Blaenau Gwent County Borough Council

Caerphilly County Borough Council / Cyngor Bwrdeistref Sirol Caerffili

monmouthshire sir fynwy

Newport City Council / Cyngor Dinas Casnewydd

Torfaen County Borough / Bwrdeistref Sirol Torfaen

1. Legal Framework

1.1. The law empowers designated Local Authority (LA) Officers, head teachers, including their nominated deputies and the Police to issue Fixed Penalty Notices to the parents of children who have unauthorised absence from schools that fall within the Southeast Wales Consortium (SEWC) area.

The rules governing the implementation of these powers and the factors that should be taken into account when issuing a Fixed Penalty Notice are outlined in:

- The Education Act 1996;
- The Education & Inspections Act 2006;
- The Education (Penalty Notices) (Wales) Regulations 2013

SEWC is responsible for developing a protocol with which all the partner agencies named in legislation will work.

2. Rationale

2.1. Section 7 of the Education Act 1996 states that:

"The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable to his age, ability aptitude and to any special educational needs he may have, either by regular attendance at school or otherwise"

2.1.1. Regular and punctual attendance at school or alternative provision is a legal requirement and is essential to enable children to maximise their educational attainments and opportunities available to them.

2.1.2. Evidence shows that children with poor attendance are unlikely to succeed academically and they are more likely not to be in education, employment or training (NEET) when they leave school. NEET young people are likely to have a history of non- attendance and persistence absences in years 10 and 11.

2.1.3. Section 444 of the Education Act 1996 makes it a criminal offence for a parent's failure to secure their child's attendance at the school at which they are registered and where absences are not authorised.

2.1.4. The definition of "parent" includes all biological parents, whether they are married or not and includes any person who, although not a biological parent, has the parental responsibility and/or care for a child or young person.

2.1.5. Targeted intervention plays a vital role in resolving issues of poor school attendance, however where this fails to have the desired effect there are a number of sanctions available to Local Authorities (LAs) to try and secure improvements.

2.2. Fixed Penalty Notices are one of the sanctions available for this offence and offer a means of suitable and effective intervention for improving levels of unauthorised absences, before they become entrenched and persistence absences, whilst reducing the need for lengthy and costly prosecutions.

2.3. Fixed Penalty Notices will be used where parental co-operation with this process is either absent or deemed to be insufficient to resolve the problem. They will be used as a means to support parents to meet their legal responsibilities and only where there is a reasonable expectation that their use will secure improved school attendance.

3. Policy and Publicity.

3.1. School Attendance Policies will include information on the issuing of Fixed Penalty Notices which can be found on the school's website and the use of FPNs will be brought to the attention of parents/carers on an annual basis

4. Monitoring and review.

SEWC and LAs will monitor and evaluate the effectiveness of Fixed Penalty Notices annually and amend its general enforcement strategy as appropriate. Reports will be made available to Consortium Directors, Local Authority Heads of Service and Strategy Committee and the Welsh Government as required.

Appendices

Appendix 1	Protocols and procedures in relation to Fixed Penalty Notices
Appendix 2	Advisory letter for issue by schools
Appendix 3	Fixed Penalty Notice request check list (to be submitted with Request) - Unauthorised Leave of Absence
Appendix 4	Penalty Notice request - Unauthorised Leave of Absence
Appendix 5	Fixed Penalty Notice request check list (to be submitted with Request) - Unauthorised Absence
Appendix 6	Penalty Notice request - Unauthorised Absence
Appendix 7	Penalty Notice proforma
Appendix 8	Relevant legislation
Appendix 9	School proformas

Appendix 1

Protocols and procedures in relation to Fixed Penalty Notices

Issue of a Fixed Penalty Notice

- A Fixed Penalty Notice can only be issued in cases of unauthorised absence;
- Fixed Penalty Notices will be restricted to one notice per parent of a pupil in an academic year;
- In cases where there is more than one poorly attending pupil in a family, notices may be issued for more than one child.
- There will be no restriction on the number of times a parent may receive a formal warning of a possible Fixed Penalty Notice

Fixed Penalty Notices may be considered appropriate when:

- At least 10 sessions (5 school days) are lost due to unauthorised absence during a term. These do not need to be consecutive.
- At least 10 sessions (5 school days) are lost due to unauthorised leave of absence during a term or delayed return from extended holidays.
- Persistent late arrival at school after the register has closed (recorded as a U code) during a term. “Persistent” means at least 10 sessions of late arrival;
- Truancy, where the child has come to the attention of the Police or public during school hours for being absent from school, without an acceptable reason.

Considerations and Assessment as to whether a Fixed Penalty Notice should be issued.

Head Teachers, their nominated deputies and the Education Welfare Service
(EWS) will consider the following when determining whether a Fixed Penalty Notice should be issued:

- Level of absence;
- Any Equalities considerations relating to the child or family (as listed in the Council’s Strategic Equality Plan);
- Any Special Educational Needs and or Additional Learning Needs (ALN). LAs should consider whether attendance problems may be related to a pupil’s ALN. Schools should be able to demonstrate that they have made appropriate provision for the pupil’s needs, which may include consideration to support through School Action, School Action Plus or in collaboration with the LA, carry out a statutory assessment.
- History of the attendance issues and action taken;
- Welsh Government (WG) Guidance;
- Likely effectiveness of Fixed Penalty Notice as a tool for obtaining compliance;
- Level of parent engagement/cooperation;
- Any other reasonable consideration.

Procedure for Issuing Fixed Penalty Notices

The designated officer(s) within the EWS will be the only individuals permitted to issue Fixed Penalty Notices, which will ensure consistent and equitable delivery and allow schools to maintain good relationships with parents and ensure that they reinforce any other enforcement sanctions.

Fixed Penalty Notices will never be issued as an instant action, e.g. during a Truancy Sweep. This will enable officers to ensure that all evidential requirements are in place and limit the health and safety risks to individuals.

Sporadic Poor Attendance – evidence required

A COPY OF THE ANNUAL NEWSLETTER OR CORRESPONDENCE sent to all parents/carers during the current academic year which clearly states that parents may receive a Fixed Penalty Notice for unauthorised absence in term time. This must pre-date the offence.

A COPY OF STRIVE LETTERS 1 & 2, AND THE AAP (Attendance Action Plan) plus any review paperwork.

A COPY OF THE EWS REFERRAL FORM.

A FULL CHRONOLOGY OF EVENTS, showing all communication and meetings with parent/carer.

A COPY OF THE PENALTY NOTICE WARNING LETTER (advisory notice) making the parent/carer aware of the continued unauthorised absences, and that a penalty notice may be requested from, and issued by, Torfaen County Borough Council should any further unauthorised absence occur. (This letter must be dated during the absence period this referral relates to).

ATTENDANCE CERTIFICATE COVERING THE 'OFFENCE PERIOD' ONLY – i.e. the period a penalty notice is being requested for. This certificate must be signed and dated by the head teacher.

ATTENDANCE CERTIFICATE COVERING THE LAST 12 MONTHS signed and dated by the Headteacher. Please make sure there are no 'N' codes as anything that hasn't had a reason provided should be 'O'.

ANY ADDITIONAL EVIDENCE IN RELATION TO THE ABSENCE, i.e. a letter or message from parent etc.

Unauthorised Leave of Absence during term time – evidence required

A COPY OF THE ANNUAL NEWSLETTER OR CORRESPONDANCE sent to all parents/carers during the current academic year which clearly states that parents may receive a Fixed Penalty Notice for unauthorised absence in term time. This must pre-date the offence.

TERM-TIME LEAVE OF ABSENCE REQUEST FORM submitted by parent/carer (if available).

SCHOOL REFUSAL OF LEAVE OF ABSENCE REQUEST FORM completed and returned to parent/carer (if available). It should state the reason why the holiday is unauthorised and should again advise the parent/carer that they may receive a Fixed Penalty Notice if they take their child out of school.

IF NO LEAVE OF ABSENCE REQUEST FORM HAS BEEN COMPLETED A COPY OF A RETROSPECTIVE REFUSAL OF LEAVE LETTER sent by school to the parent/carer advising that the school has referred the matter to the LA and that a Fixed Penalty Notice may be issued.

ANY ADDITIONAL EVIDENCE IN RELATION TO THE ABSENCE, i.e. a letter or message from parent/carer etc. Please note, unless a parent/carer admits to a holiday then it should be recorded as 'O' on the register as we don't prove unauthorised holiday, we prove absence without permission from the school.

ATTENDANCE CERTIFICATE COVERING THE 'OFFENCE PERIOD' ONLY – the period a penalty notice is being requested for. This certificate must be signed and dated by the Head teacher.

ATTENDANCE CERTIFICATE COVERING THE LAST 12 MONTHS signed and dated by the Headteacher. Please make sure there are no 'N' codes as anything that hasn't had a reason provided should be 'O'.

Requests for issue of a Fixed Penalty Notice

Where schools, Police or neighbouring LAs request the issue of a Fixed Penalty Notice, their request will be investigated and actioned by the EWS, provided that:

- The circumstances of the case meet the criteria specified in this Code of Conduct;
- The pupil is registered within a school within the SEWC area;
- All necessary evidence is provided to the EWS to establish whether an offence under Section 444(1) or 444(1A) of the Education Act 1996 or Section 108 of the Education and Inspections Act 2006 has been committed;
- Issuing a Fixed Penalty Notice would not conflict with another intervention strategy already in place or another enforcement sanction already being processed and there is a reasonable expectation that the use of a Fixed Penalty Notice would improve the child's school attendance.

Responding to requests for the issuing of a fixed penalty notices

Following the warning notice issued by the school or Police, parents have a period of 15 school days, plus 3 working days for postage, within which to respond. During this time, the pupil must have no unauthorised absence. This information can be included in the formal written warning letter, where one has been issued. Following this period, schools can then request the FPN.

The EWS will respond to all requests from schools or Police within 10 school days of receipt of a request. When satisfied that all the relevant criteria have been met the LA will then issue a Fixed Penalty Notice.

Fixed Penalty Notices for unauthorised leave of absence

Where the requested Fixed Penalty Notice is in response to an unauthorised leave of absence or is in relation to an offence under section 108 of the Education and Inspections Act 2006, the formal warning letter and 15-day improvement period will not apply.

Monitoring and Review

All Fixed Penalty Notices will be entered onto a database maintained by individual LAs to ensure that no duplicate Fixed Penalty Notices are issued and to evaluate the effectiveness of the process.

Excluded Pupils

The basis of the Fixed Penalty Notice powers does not extend to excluded pupils. Section 108 of the Education and Inspections Act 2006 came into force in October 2010 and amends section 16 of the Crime and Disorder Act 1998 to extend Police powers for the removal of excluded pupils to designated premises, if a child or young person excluded from school is found in a public place in a specified area during a specific period and during school hours.

Procedure for the Withdrawal of Fixed Penalty Notices

Once issued, a Fixed Penalty Notice can only be withdrawn if the EWS is satisfied that:

- The Fixed Penalty Notice was issued to the wrong person;
- The use of the Fixed Penalty Notice did not conform to this Code of Conduct;
- The Fixed Penalty Notice was delivered to the wrong address;
- The circumstances of the case warrant its withdrawal (reasonable justification).

Right of appeal

There is no statutory right of appeal, but where a parent contests the issuing of a Fixed Penalty Notice, they can submit any complaints to the EWS and/or opt to face proceedings in the Magistrates' Court under section 444 of the Education Act 1996, where all of the issues relating to their Fixed Penalty Notice can be fully debated heard.

Payment of Fixed Penalty Notices

Arrangements for payment will be detailed on the Penalty Notice. Payment of a Fixed Penalty Notice discharges the parent's liability for the period in question and they cannot subsequently be prosecuted under other enforcement powers for the period covered by the Fixed Penalty Notice.

If the Fixed Penalty Notice is paid within 28 days, the penalty payable is £60 or £120 if within 42 days. Payments cannot be paid in instalments and may not be accepted from parents after the 42 days has elapsed.

Individual LAs will only be able to retain enough revenue from the Fixed Penalty Notices, to cover administration costs for the process of issuing Fixed Penalty Notice. The surplus is to be surrendered to the Welsh consolidated fund.

Non-Payment of Fixed Penalty Notices

Non-payment of a Fixed Penalty Notice may result in prosecution for the period covered by the Fixed Penalty Notice under Section 444 of the Education Act 1996.

Equalities and Welsh Language

The issuing of Fixed Penalty Notices must comply with other related legislation and regulations, in order to ensure that they are used in a fair and consistent manner and have paid due regard to the circumstances of the child/children and families involved. These include, but are not limited to the following:

- Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011
- Welsh Language (Wales) Measure 2011
- Human Rights Act 1998

Councils' Strategic Equalities Plan covers the full range of issues that may need to be considered, depending on the individual case.

Appendix 2

ADVISORY LETTER FOR SCHOOLS

Dear (Parent/carer name)
Name of pupil:
Date of birth:

Date:

I have reviewed your child's attendance record and am concerned to note that they have incurred at least 10 sessions (5 school days) of unauthorised absence so far this term.

I enclose a copy of your child's attendance record and remind you that as a parent/carer of a child who is a registered pupil at this school, you have the legal responsibility for ensuring your child attends regularly.

All schools share the Welsh Government's determination to raise levels of pupil attendance and achievement in order to ensure the best possible start in life for our children.

Under the Antisocial Behaviour Act 2003, the Local Authority has the power to issue parents/carers with a Fixed Penalty Notice for each of their children, who fail to attend school regularly.

A Fixed Penalty Notice is an early deterrent intended to prevent more extended periods of unauthorised absence developing and incur a fine of £120, reduced to £60 if paid within 28 days of the notice being served. Failure to pay a penalty notice may result in prosecution under the Education Act 1996.

Following this warning notice, you have a period of 15 working days in which to respond. During this time, your child must have no unauthorised absence.

I can therefore advise you that the school will be closely monitoring your child's attendance from the date of this letter and should any further unauthorised absence occur, consideration will be given to the issue of a Fixed Penalty Notice.

Support and guidance regarding attendance is available from school or the Local Authority. However, should you have any specific queries in relation to this letter, please contact me on the above telephone number.

Yours sincerely,

Head Teacher

Appendix 3

FIXED PENALTY NOTICE
UNAUTHORISED LEAVE OF ABSENCE CHECKLIST

Fixed Penalty Notice - Unauthorised LOA Checklist

Pupil's Name		**DoB**				**Gender**		**eFSM?**	

1. Who has parental responsibility over the pupil? Please name the person who has day to day care if different	
Parental Responsibility	**Day to Day care**

2. Has the period of absence meant the pupil has missed at least 10 school sessions?	**Yes**		**No**	

3. Has the parent named in response to question 1 previously received a Fixed Penalty Notice?	**Yes**		**No**	
If yes, please give details:				

4. Was a request made to the school by the parent for holiday leave during the period you wish to issue a Fixed Penalty Notice for?	**Yes**		**No**	
If 'yes' what was the reason for refusal? *Please attach copies of the correspondence exchanged.*				
If 'no' please explain why an unauthorised holiday is suspected.				

5. Does the pupil have any Additional Learning Needs (ALN)? If yes, please detail below.

6. Does the pupil have a Disability under the Equality Act 2010?	**Yes**		**No**	

7. Are there any exceptional or personal circumstances that the Council should be aware of?

8.	Has the pupil had a previous holiday or long period of absence in the academic year the unauthorised holiday was taken in?

9.	Has parent been in contact with the school in relation to the absence?	**Yes**		**No**	

10.	Has SEWC's Code of Conduct been considered?	**Yes**		**No**	

Form completed by

Name		**Title**:		**Date**:	

Appendix 4

FIXED PENALTY NOTICE REQUEST

UNAUTHORISED LEAVE OF ABSENCE

Registered pupil at:		**School**

Pupil's Information

Pupil's Name		**DoB**				**Gender**		**eFSM?**	
Address:									
Home Tel No:		**Mobile Tel No**:							

Parent/Carer's Information

Full name of parent/carer:			
Address *(if different from above):*			
Home Tel No:		**Mobile Tel No**:	
Relationship to Pupil			

Full name of parent/carer:			
Address *(if different from above):*			
Home Tel No:		**Mobile Tel No**:	
Relationship to Pupil			

Dates of Absence:

The above-named pupil was absent from school on the following dates and are recorded in the school register as unauthorised. (Please attach a registration certificate showing the period)

Did the parents request authorisation prior to holiday	**Yes**		**No**	

Did the school response in writing to decline authorisation of holiday	**Yes**		**No**	

Please attach copies of all correspondence.

Declaration:

I am the Head Teacher/Acting Head Teacher of the School named. I certify that this fixed penalty request has been considered in line with the School Attendance Policy. To the best of my knowledge there are no exceptional circumstances to consider.

In making this request, I confirm that such action would not conflict with other intervention strategies already in place or other enforcement measures already being processed. I can also confirm that the governing body of this school has reviewed its attendance policy and agreed that this school will request the Local Authority to issue a Fixed Penalty Notices in appropriate cases.

Name		**Signature**		**Date**:	

Appendix 5

FIXED PENALTY NOTICE
UNAUTHORISED ABSENCE CHECKLIST

Section 444, Education Act 1996

Information contained in the form will be used in legal action under the above Act relating to non-attendance at school if an Education Penalty Notice is issued and remains unpaid. I request that the Local Authority consider issuing a Penalty Notice to the parent(s)* of the following pupil:

Fixed Penalty Notice - Unauthorised Absence Checklist

Pupil's Name		DoB				Gender		eFSM?	

1. Who has parental responsibility over the pupil? Please name the person who has day to day care if different	
Parental Responsibility	**Day to Day care**

2. Has the period of absence meant the pupil has missed at least 10 school sessions?	**Yes**		**No**	

3. Has the parent named in response to question 1 previously received a Fixed Penalty Notice?	**Yes**		**No**	
If yes, please give details:				

4. What is the pupil's attendance history?

5. Does the pupil have any Additional Learning Needs (ALN)? If yes, please detail below.

6. Does the pupil have a Disability under the Equality Act 2010?	**Yes**		**No**	

7. Is the family known to other Services, eg: Children's Services, YOS, CAMHS?	**Yes**		**No**	
If 'yes' please give details.				

8. Are there any notable circumstances to consider, e.g.: mental health, bereavement, family dynamics/domestic violence?	**Yes**		**No**	
If 'yes' please give details and attach any evidence.				

9. Has the parent been contacted in relation to the absences? E.g. telephone call, letter, meeting.	**Yes**		**No**	
If 'yes' please give details and attach any evidence.				

10. Has SEWC's Code of Conduct been considered?	**Yes**		**No**	

Form completed by

Name		**Title**:		**Date**:	

Appendix 6

FIXED PENALTY NOTICE REQUEST

UNAUTHORISED ABSENCE - Section 444, Education Act 1996

Information contained in the form will be used in legal action under the above Act relating to non-attendance at school if an Education Penalty Notice is issued and remains unpaid. I request that the Local Authority consider issuing a Penalty Notice to the parent(s)* of the following pupil:

Registered pupil at:		**School**

Pupil's Information

Pupil's Name		**DoB**				**Gender**		**eFSM?**	
Address:									
Home Tel No:		**Mobile Tel No**:							

Parent/Carer's Information

Full name of parent/carer:			
Address *(if different from above):*			
Home Tel No:		**Mobile Tel No**:	
Relationship to Pupil			

Full name of parent/carer:			
Address *(if different from above):*			
Home Tel No:		**Mobile Tel No**:	
Relationship to Pupil			

Dates of Absence:

The above-named pupil was absent from school on the following dates and are recorded in the school register as unauthorised. (Please attach a registration certificate showing the period)

How has the parent been contacted regarding the unauthorised absences?	

Is the family known to other services?	**Yes**		**No**	

Please attach copies of all correspondence.

Declaration:

I am the Head Teacher/Acting Head Teacher of the School named. I certify that this fixed penalty request has been considered in line with the School Attendance Policy. To the best of my knowledge there are no exceptional circumstances to consider.

In making this request, I confirm that such action would not conflict with other intervention strategies already in place or other enforcement measures already being processed. I can also confirm that the governing body of this school has reviewed its attendance policy and agreed that this school will request the Local Authority to issue a Fixed Penalty Notices in appropriate cases.

Name		**Signature**		**Date**:	

Appendix 7

FIXED Penalty Notice [S.444A EDUCATION ACT 1996]
Please read the notes below carefully.

Part 1

If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, or fails to attend regularly at alternative provision, the child's parent/guardian is guilty of an offence under s.444 Education Act 1996.

To: (Title)

(Forenames)

(Surname)

Of: (address)

(Postcode)

You are a parent/guardian of (name and address of child) (called in this notice "the pupil") who is a registered pupil at (name of school) and has been directed to attend alternative provision/ is not registered at a school but for whom the local authority has made arrangements to attend alternative educational provision.

On (date/dates)/ between (date) and (date) the pupil (name) failed to attend regularly at the (name of) school. This notice gives you the opportunity to pay a penalty fine instead of being prosecuted for the offence given above. The amount of the penalty is £60. If you pay this penalty within the time limits set out below, no further action will be taken against you in connection with the offence as set out in this notice.

Payment should be made within 28 days. If paid after 28 days but within 42 days the penalty is doubled to £120. Payment should be made to ***insert office details*** for payment and can be made in person during office opening hours, ***insert opening hours*** or by posting this notice with a cheque or postal order.

Late or part payments will not be accepted, and no reminders will be sent. If payment is not received by (insert date 42 days from date of issue), you may be prosecuted for the offence and could be subject to a fine of up to £2,500.

This notice is issued by ***name, official particulars of the post*** within ***insert name of LA.***

Date of issue: .....

Part 2

Please complete the following and return this notice with your payment to:

Insert Name & Address of LA

Name: .....

Address: .....

I attach payment in the sum of £.....

Signed: .....

Date: .....

NOTES

Contact details

If you have any queries about this notice, please contact ***insert contact details, job title and department of contact, telephone number, fax number and address***

Amount of penalty

The amount of the penalty is as follows:

If paid within 28 days £60 If paid within 42 days £120.

Code of conduct

This notice is issued in accordance with a local code of conduct (we should include the full title together with its date or Edition) drawn up by The South East Wales Consortium and ***insert L A.*** Any questions or correspondence about the code should be addressed to ***name of contact, department within authority address and telephone phone number.***

Withdrawal

This notice may be withdrawn by ***inset LA name*** if it is shown that it should not have been issued to you or has not been issued to you in accordance with the SEWC code of conduct. If you believe that the notice was wrongly issued you must contact The issuing Local Authority as soon as possible to ask for it to be withdrawn, stating why you believe the notice to have been incorrectly issued.

The issuing Local Authority will consider your request and contact you to let you know whether the notice is withdrawn. If the notice is not withdrawn and you do not pay, you will be liable to prosecution for the offence.

Payment

You should complete the notice above and send or deliver it to the address given.

Prosecution

If you do not pay the penalty, and the notice is not withdrawn, you may be prosecuted for the offence of failing to ensure your child's regular attendance at school.

You will receive a separate summons for this which will give you notice of the time and date of the court hearing. You will be able to defend yourself and you would be advised to seek legal representation.

Appendix 8

Relevant legislation that relates to Fixed Penalty Notices includes:

The Children Act 1989

The definition of “parent” means all biological parents, whether they are married or not; and includes any person who, although not a biological parent, has parental responsibility and/or care for a child or young person.

The Education Act 1996

Section 7	Duty of parents to secure education of children of compulsory school age;
Section 8	Definition of compulsory school age;
Section 444(1)	Offence: Failure to secure regular attendance at school of registered pupil;
Section 444A	Penalty notice in respect of failure to secure regular attendance at school of registered pupil;
Section 444B	Penalty notices: supplemental;
Section 444ZA	Application of section 444 to alternative educational provision
Section 576	Meaning of “parent”

Education & Inspections Act 2006

Section 108	Duty of parent in relation to excluded pupil.

Appendix 9

SCHOOL PROFORMA 1 – Leave of Absence Request

Request for Leave of Absence during Term Time

Parents wishing to request a leave of absence in school term time please note:

- There is no automatic entitlement to any leave in term time therefore parents must seek school's permission before taking their child out of school.
- School will only authorise the absence if there are exceptional reasons for taking the leave in term time.
- School will require parents to fill in a leave request form prior to booking any holiday and/or attend a meeting in school.
- When considering a request for a holiday during term time the following are taken into consideration - the exceptional circumstances stated; the age of the child, the stage of the child's education and progress and the effects of the requested absence on both elements, the overall attendance pattern of the child, and the time of year (pupils on examination courses will not normally be granted leave of absence);
- There may be occasions where, even in exceptional circumstances, your child's school may not agree leave:
- XXX School will consider every request for leave individually.
- Where parents have children in more than one school a separate request must be made to each school. The Head teacher at each school will make their own decision based on the factors relating to the child at their school.

Parents need to consider very carefully before making any request for leave of absence the effect an absence would have on their child's education and continuity of learning.

Reasons why you should not take your child out of school in term time:

- Evidence shows that even small amounts of absence from school can affect your child's progress and attainment.
- The education of your child could be disrupted both prior to and after any leave, causing them to fall behind and struggling to catch up.
- For every week of school a child misses, they lose 25 hours of education which can never be regained.
- Approximately every 6 weeks your child gets a holiday from school; therefore, you should use this time to take your child on holiday.

Request for Leave of Absence During Term Time

Please complete the request form below and send to the Head teacher at least **four weeks** before the departure date to allow sufficient time for appropriate consideration. Parents are strongly advised not to finalise any holiday booking arrangements before receiving the school's decision on their request. In any event, the request form must be received by school.

To: Head teacher of XXX Date:

I request permission for leave in term time from school for my child/children:

Full name:	
DoB:	
Period of absence	
From (date):	
To (date):	
Number of school days:	
My child will be accompanied during the leave by:	Name parent/carer Name parent/carer
The exceptional circumstances and reason for this request are:	

If you have other children in the family of school age, please give details:		
Name	DoB	School
Name	DoB	School

Name	DoB	School

	PARENTAL DETAILS	
	Parent/carer 1	**Parent/carer 2**
Name of parent/carer:		
Relationship to pupil:		
Landline		
Mobile		
E-mail		

Please return the completed form to XXX. XXX School will write to you and inform you of the decision on whether your request is authorised or not. Please do not confirm any holiday booking until you have confirmation of permission for the leave in term time from the Head teacher.

For Office Use Only	
Date request received by school:	
Current attendance %	Unauthorised absences %
Last year's attendance %	Unauthorised absences %
Number of school sessions previously taken as leave in term time:	
Siblings in other schools confirmed:	Yes / No If yes what action are other schools taking?
Leave in term time:	Agreed or not agreed (please delete as appropriate) **Coding:** H – agreed family holiday (authorised absence) F – agreed extended family holiday (authorised absence)

	G – family holiday (not agreed or in excess of agreement – unauthorised absence)
Signed:	
Job Title:	
Date:	
Notification of decision sent to parent/carer & date sent:	
Any additional information:	

SCHOOL PROFORMA 2 - Authorised Exceptional Leave of Absence

TO THE PARENT/CARER OF: .....

Dear Parent/Carer,

Thank you for your recent leave of absence request form.

I write to confirm that on this occasion I am able to authorise your child's leave of absence.

Requests for leave of absence are never taken lightly and in making this decision I have accepted your reason and evidence for the exceptional circumstances.

Yours sincerely,

Headteacher

Cc. Class Teacher/ Student file

SCHOOL PROFORMA 3 – Refusal of Leave of Absence Request

TO THE PARENT/CARER OF: .....

Dear Parent/Carer,

Thank you for your recent leave of absence request form.

On this occasion I am not able to authorise your child's leave of absence.

If you decide to go ahead with your proposed leave of absence (pupil name) absence will be marked as unauthorised. I should inform you that unauthorised absences may be referred to the Education Welfare Officer who may under certain circumstances consider issuing you with a Penalty Notice in relation to these absences, following a request to do so from myself.

If you wish to discuss this matter further, please feel free to make an appointment to see me.

Yours sincerely,

Headteacher

Cc. Class Teacher/ Student file

SCHOOL PROFORMA 4 – Retrospective Refusal of Leave of Absence Letter

TO THE PARENT/CARER OF: .....

Dear Parent/Carer,

Your child's recent absence from school (dates) will be marked as unauthorised. I should inform you that unauthorised absences may be referred to the Education Welfare Officer who may under certain circumstances consider issuing you with a Fixed Penalty Notice in relation to these absences, following a request to do so from myself.

If you wish to discuss this matter further, please feel free to make an appointment to see me.

Yours sincerely,

Headteacher

Cc. Class Teacher/ Student file