

Dear Parents and Carers

The governors and staff are very concerned about the number of children absent from school. We believe that children need to be in school for all sessions, so that they can make the most progress possible. However, there are times where a parent may request leave of absence in exceptional circumstances. In accordance with the Education (Pupil registration) (England) (Amendment) Regulations 2013, headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Prior to any leave of absence, a request should be made by completing a 'Term time leave of Absence' form which can be found on the reverse of this letter. Each request will be considered on an individual basis and you will be informed, in writing, as to whether the request meets the criteria for an authorised absence. Holidays during term time will not be authorised.

In line with new statutory guidance for attendance issued by the Department for Education (effective from 19th August 2024), any parent who takes a child out of school for term time leave for 10 consecutive sessions (generally 5 days) or more, not authorised by the school (under the exceptional circumstances rule), may receive a penalty notice. Therefore penalty notices may be issued for single event absences of at least 5 consecutive school days or more where these absences are unauthorised because they are neither exceptional nor unavoidable.

The fine for a penalty notice has increased to £80 per parent, per child. This increases to £160 if paid after 21 days but within 28 days for pupils who are of statutory school age. If a penalty notice remains unpaid, parents may be the subject of court proceedings for failing to ensure the regular school attendance of their child and this could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months per parent.

For second offences of unauthorised term time leave (10 consecutive sessions or more) within a three-year rolling period, the fine is a flat £160 per parent, per child.

For the third offence in a three-year rolling period, the referral will be automatically considered for prosecution in relation to Section 444 Education Act 1996.

These fines will apply to term time leave taken after 19th August 2024. Previous penalty notices from the last 3 years will be taken into account when a period of term time leave is taken after the 19th August 2024. Therefore, if parents have already received one penalty notice in the last three years, they will get a fine of £160 per parent per child for their next one. If they have received two or more in the last three years, they should expect to be referred for prosecution.

For further information, see the following website: <https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-&-learning/education-your-rights-and-responsibilities/term-time-holidays/>

All absence is regularly monitored by the Education Welfare Officer who may request a meeting with parents when this is deemed necessary.

Yours sincerely



Sarah Jarman
Executive Headteacher

Request for Term Time Leave of Absence of Pupil from School

Requests for absence will only be considered in exceptional circumstances. Please state your reasons for requesting absence below. Absence not agreed will be recorded as unauthorised and a penalty notice may be issued. Attendance is monitored regularly and more information may be required before a request for absence can be considered.

This form should be completed well in advance by the parent or carer of the pupil and returned to the school office. **Please state your reasons clearly in the space below.** Insufficient information will mean that your request will be unauthorised:

Please list below all the adults who will be accompanying the children during this period of absence:

1. _____
2. _____
3. _____
4. _____

I request that _____ (name of pupil/s)

In Class(es) _____ be granted leave of absence from school from

_____ (date) to _____ (date) inclusive.

Signed: _____ (Parent/Carer)

PRINT NAME: _____

Date: _____

