

# St Giles' C of E (A) Infant School

## Notification of Absence during term time

Please read the following guidance carefully



As parents, you have a legal responsibility to ensure your child's attendance at school. During the academic year, pupils are at school for 190 days and at home for 175 days.

Please be aware that **The School Attendance (Pupil Registration) (England) Regulations 2024**, which came into force on 19 August 2024 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher is also required to determine the number of school days a child can be away from school if leave is granted.

Penalty Notices are issued by the Local Authority in accordance with Surrey County Council's Code of Conduct.

- Penalty Notice Fines will be issued for Term Time Leave of 5 or more consecutive days. Inset training days are school days and can be included in the 5 or more consecutive days where there was intent for term time leave. The school day is split into two sessions – one session counts as a morning or afternoon spent in school.
- Penalty Notice Fines will be considered when there have been 10 sessions of unauthorised absence in a 10-week period.
- Penalty Notice Fines will now be issued to each parent for each child that is absent. For example: three siblings absent for term time leave would result in each parent receiving three separate fines.
- **Fines are issues as below:**
  - The first time a Penalty Notice is issued the amount will be: **£160 per parent, per child** paid within 28 days, reduced to £80 if paid within 21 days
  - The second time a Penalty Notice is issued within three years of the first notice being issued, the amount will be: **£160 per parent, per child** if paid within 28 days
  - The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will be issued and the case will be presented straight to the Magistrates' Court. Magistrates' fines can be up to **£2,500 per parent, per child**.
  - **Failure to pay the Penalty Notice may result in parents being served a summons to appear at the Magistrates Court.** Cases found guilty in the Magistrates' Court can show on the parent's future DBS certificate due to 'failure to safeguard a child's education'

The Headteacher will consider the reasons for the request carefully and will notify you of the decision.

For further information, please refer to our School Attendance Policy.

Name of child:	Class:
I am applying for leave of absence for my child from:	to:
They will return to school on:	
Number of school sessions (2 per day - am & pm):	
The exceptional circumstances for which leave is requested: Please provide proof to back up your request if possible.	

Has your child already had leave of absence in this school year **YES/NO**  
If yes please give dates and details

I also have children at...

How do you think your child's attendance has been this year?

Are you aware of how many days they have been absent?

Do you know if your child has been 'persistently absent' from school this year (attendance below 90%)

Signed: (Parent/Carer)

Date:

**To be completed by the Headteacher**

Child's attendance level over the last 12 months:

%

Child's attendance level over the previous school year:

%

Our overall school target for attendance this year is

%

Is this child a Persistent Absent pupil in this academic year?

YES/NO

Has this child been a Persistent Absent pupil in the last 2 years?

YES/NO

Having considered your request carefully, my decision is that leave of absence is:

**Approved**

Number of sessions =

The absence will be recorded as **authorised**.

**Not approved**

Number of sessions =

The absence will be recorded as **unauthorised**.

Explanatory notes:

Signed:

(Headteacher)

Date:

## Penalty Notice Fines for School Attendance are Changing!



In a nationwide approach to improve school attendance following the pandemic, a new National Framework for Penalty Notices has been introduced. The following changes will come into force for Penalty Notice Fines issued after 19<sup>th</sup> August 2024.

### Per Parent, Per Child

Penalty Notice Fines will now be issued to **each parent** for **each child** that was absent.

**For example:** 3 siblings absent for term time leave would result in **each parent** receiving **3 separate fines**.

### 5 Consecutive Days of Term Time Leave

Penalty Notice Fines will be issued for Term Time Leave of **5 or more consecutive days**. Inset training days are school days and can be included in the 5 or more consecutive days where there was **intent** for term time leave.

### 10 Sessions 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**.

### 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 paid within 28 days

**If it is paid within 21 days it will be reduced to £80**

### 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 if paid within 28 days**

### 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 be issued and the case will be presented straight to the Magistrates' Court. **Magistrates' fines can be up to £2,500 per parent, per child.**

Cases found guilty in the Magistrates' Court can show on the **parent's future DBS certificate** due to *'failure to safeguard a child's education'*.