



**Request for Leave during Term Time**



To: **The Headteacher of Malvern Parish C of E Primary School** Date.....

I request consideration of a grant of leave of absence from school during term time for:  
my child (full name).....  
for the period from (date) ..... to (date) .....

**The exceptional circumstances and reason for this request**

are:.....  
.....  
.....

(Signature of 1st Parent/Carer(s)..... Print Name.....

(Signature of 2nd Parent/Carer(s) ..... Print Name.....

Please return completed form to the school office. The school will write to you and inform you of the decision on whether the request is authorised or not.

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**For Office Use Only**

Request for leave is agreed/is not agreed for the above student to take leave during term time between the above dates.

Signed ..... Headteacher

Date .....

Notification of decision: Date letter sent to parent .....

## **Leave in Term Time**

Malvern Parish C of E Primary School's Attendance and Leave of Absence policy supports new legislation which makes it clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. There is no automatic right to any leave or holiday in term time.

Applications for Leave of Absence must be made on the Worcestershire Local Authority form and sent to school in time for the request to be considered well before the desired period of absence. Parents are strongly advised not to finalise any holiday booking arrangement before receiving the school's decision on their request. In any event the request form must be received by the school at least four weeks before the departure date to allow sufficient time for appropriate consideration.

Each case will be considered individually on its own merits and will take account of:-

- the exceptional circumstances that have given rise to the request;
- 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;
- the nature of the trip and whether it is likely to be a rare event in the life of the child; • children due to take SATS will not normally be granted leave of absence;
- parents occupation mean it is not possible to take time off during school holidays.

### **Important legal information – New from August 2024**

The Government has introduced a single national threshold for when a penalty notice must be considered by all schools in England. This threshold is 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence. The period of 10 school weeks can span different terms or school years.

A maximum of 2 penalty notices per parent, per child can be issued within a 3-year rolling period. This period will start from the issue of the first penalty notice. The national framework also sets out the escalation process which applies to such penalty notices. If the national threshold is met for a third time (or subsequent times) within 3 years, another tool should be used. This is likely to be forwarded to the LA for their consideration to prosecute under Section 444 of the Education Act 1996 which can result in criminal conviction and a fine of up to £2500.

A parent includes any person who is not a natural parent but who has parental responsibility for the child or who has care of the child, as set out in section 576 of the Education Act 1996. Penalty Notices will usually be issued to the parent/s with day-to-day responsibility for the child's attendance or the parents who have allowed the absence (regardless of which parent has applied for leave of absence).

The first penalty notice issued to a parent for a child will be charged at £160 to be paid within 28 days. This will be reduced to £80 if paid within 21 days. Where it is deemed appropriate to issue a second penalty notice, the second penalty notice to the same parent for the same child within 3 years of the first offence, is charged at a flat rate of £160 per parent, per child paid within 28 days. There is no reduced sum available in this instance.

Part payments or payment plans are not acceptable and fines must be paid in full within 21 or 28 days, at the rate specified within the penalty notice. There is no right of appeal against a penalty notice.