Raynsford Church of England Academy

"Two people are better than one, for they can help each other succeed. If one person falls, the other can reach out and help"

Leave of Absence

You have a legal obligation to ensure that your child attends school and there is no automatic right to take leave of absence. In September 2013 an amendment to the Pupil Registration Regulations document becomes law. The amendment states that schools may not grant ANY leave of absence during term time unless there are "exceptional circumstances".

Holidays taken during term time will be considered as an 'unauthorised absence'.

If you feel you would like to apply for Leave of Absence then you may complete the attached form stating the reason for the absence. Your application will then be considered carefully and only in exceptional circumstances will be authorised. Should your application not be authorised and the holiday is taken then the Education Welfare Service may be informed. Any subsequent unauthorised holidays taken could then trigger a Penalty Notice. Any application for holiday must be made 4 weeks in advance.

Holidays which are taken for the following reasons will **not** be authorised

- Availability of cheap holidays
- Availability of desired accommodation
- Poor weather experienced in school holiday periods
- Overlap with the beginning or end of term

Please take into account the government's statutory guidance **"Working Together to improve school attendance"** which came into effect from **19th August 2024** and includes the following changes:

Per Parent/Per Child Penalty Notices
Penalty Notices for absences will be issued per child, per parent. This means that if multiple siblings are absent during term time and the absences are unauthorised by the school, each parent will receive a separate fine for each child's absence. Penalty Notices will be issued by the local authority, and the payment will be made directly to them. This is dealt with by the local authority.

First Offence Penalties
The first penalty notice issued to each parent in respect of a particular pupil will be charged at £160.00 if paid within 28 days. This will be reduced to £80 per parent if paid within 21 days.

Second Offence (within 3 years)
A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160.00 per parent if paid within 28 days.

Third Offence and any further offences (within 3 years)
A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first penalty notice. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action will be taken instead. This will often include considering **prosecution** but may include other tools such as one of the other attendance legal interventions.

10 Sessions (5 days) of Unauthorised Absence in a 10-week period
Penalty Notice Fines will be considered when there have been 10 sessions (which is the same as 5 days) of unauthorised absence in a 10-week period.

Please ensure you read our School Attendance Policy on our school website.

Please support us by avoiding holidays during school time.

RAYNSFORD C of E ACADEMY

Application for Leave of Absence for your child during term-time

As a parent/carer you should complete this form and return it to your child's school AT LEAST FOUR WEEKS before the date when you want the period of absence to start.

Child's Full Name: ……... Year Group: ……..

Sibling/s: ……... Year Group/s: ……

Period of absence: for …….. days from …… to ……. (inclusive)
Reason requesting absence (if request is for a family holiday, please explain the exceptional circumstances why it MUST be in term time).

Name: …… Relationship to child: ……...

Signed: …….. Date: ……..

To be completed by the Headteacher and Office staff only

Permission granted: Authorised ☐ Unauthorised ☐

Comment:

Headteacher signature: …….. Date: ……..

Date Parent/Carer response letter sent: …… Sent by: ……

Please Note: There is no automatic right to absence for a family holiday. Holiday absences which have not been agreed will be marked as unauthorised and MAY be referred to the Governors for consideration of a Penalty Notice or other action. The Policy is regularly updated and amended to take into account National guidelines.

Please do not book any holiday until the School has been consulted.