

Leave in Term Time

The Department for Education guidance for managing school attendance has been updated. Staffordshire County Council have published their revised guidance on issuing fixed penalty notices from 19th August 2024. Please see below for details:

New two penalty notice limit in a three-year period:

The three-year rolling period starts for parents when the first penalty notice is issued to them after the 19th August 2024.

- The first penalty notices for leave in term time will increase to £160 per parent per child but can be reduced to £80 per parent per child if paid within 21 days.
- If a second penalty notice is issued within three years of the first penalty notice, then this will be at a fixed rate of £160 per parent per child, with no reduction for early payment.
- A third penalty notice **cannot** be issued within the three-year period; therefore, the County Council will deal with any further unauthorised leave through prosecution in the Magistrates Court. If the parent is found guilty, the potential fine is up to £1000.

National threshold for issuing penalty notices:

Parents may have heard about the new national threshold for issuing penalty notices which has been set at 10 sessions (5 school days) of unauthorised absence, which includes unauthorised holidays and late after the register closes (9.15am), in a rolling period of 10 school weeks.

However, if in an individual case the local authority believes a penalty notice would be appropriate, they retain the discretion to issue one before the threshold is met.

For example – where parents are deliberately avoiding the national threshold by taking several term time holidays below threshold, or for repeated absence for birthdays or other family events.

Request for leave during term time

To: The Headteacher of Flash Ley Primary School

Date.....

I request a leave of absence from school during term time for:

my child (full name) DOB

for the period from (date) to (date)

The **exceptional** circumstances and reason for this request are: -

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.....
.....

I have (an)other child(ren) in (an)other school(s) as follows (not at Flash Ley)

Child(ren) (full name(s))School(s) attended

.....
.....

(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.

For Office Use Only

Authorised

Unauthorised

SignedHeadteacher.

Date

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