*Newbrough C of E Primary School*

**REQUEST FOR LEAVE OF ABSENCE - DURING TERM TIME**

**Education (Pupil Registration) (England) Regulations 2006**

**Education (Pupil Registration) (England) (Amendment) Regulations 2013**

The 2013 amendments to the 2006 regulations explain clearly that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head Teachers should also determine the number of school days a child can be away from school if leave is granted.

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| --- | --- |
| **Name of pupil** |  |
| **Date of birth** |  |
| **Address** |  |
| **Tutor/Year group** |  |
| **Contact Numbers** |  |
| **Name of sibling/s & school attended** |  |

I request permission for my child to be granted leave of absence from school between:-

|  |  |
| --- | --- |
| **First Day of Absence** |  |
| **Last Day of Absence** |  |
| **Total School Days** |  |

Please fully explain the **exceptional circumstances** relating to the leave of absence you would like the Head Teacher to consider. *(Continue on a separate sheet if necessary).*Any documentation supporting exceptional circumstances **MUST** be provided at the time of application

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**Declaration**

I have read and understood the information regarding leave of absence during term time, unauthorised absence, Penalty Notices and prosecution. I am aware of the possible consequences should I take my child on leave of absence without the prior authorisation of the Head Teacher.

|  |  |
| --- | --- |
| **Name of parent** |  |
| **Date of birth** |  |
| **Address** |  |

|  |  |
| --- | --- |
| **Name of parent** |  |
| **Date of birth** |  |
| **Address** |  |

**Signature**……………………………………………… **Date**……………………

**Signature**……………………………………………… **Date**……………………

**Key Changes to Attendance Rules**

The Department for Education has introduced new guidelines for managing attendance and holidays during term time. Here’s what you need to know:

1. **National Framework for Penalty Notices**:
   * Penalty Notices will now follow a consistent national approach.
   * A Penalty Notice can be issued if a pupil has **10 unauthorised absences (5 school days)** within a rolling 10-week period.
2. **Family Holidays**:
   * Headteachers can no longer authorise family holidays during term time.
   * The “holiday” code has been removed from attendance registers.
3. **Penalty Notices**:
   * Penalty Notices are issued by the Local Authority.
   * The fine is **£80 per parent per child** if paid within 21 days, increasing to **£160** if paid after 21 days but within 28 days.
   * For a second offence, the fine is **£160 per parent per child**, payable within 28 days.
   * A third offence may lead to prosecution or other interventions.

**Your Responsibility as a Parent**

Under the Education Act 1996, it is your legal duty to ensure your child attends school regularly. The Department for Education has clarified that holidays or absences for leisure are **not considered exceptional circumstances**.

**Our Shared Commitment to Attendance**

**All Head Teachers in our locality believe in a consistent and fair approach to attendance and, as such, have agreed that if a family removes their child/children from school for 5 days or longer for a family holiday, a penalty notice will be sought.**

Each school in the West Tyne Cluster will update its own attendance policies and procedures to reflect this decision, including if parents do not notify schools when removing their children. These policies and procedures should continue to be followed by parents. As you know, any absence from school can seriously disrupt a pupil’s learning and have a longer term effect on their future progress. As a cluster of schools, we feel that it is important to work together on this.  We are keen to support you in any way that we can to ensure that your child attends school regularly. Please don't hesitate to contact us if you would like help with this we hope you will support us by not removing your child from school during term time.

Yours sincerely,

Mike Boucetla (Wark and Newbrough Primary Schools)