



Wivelsfield Primary School and Nursery

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Headteacher: Mrs H Smith BA Hons NPQH

ABSENCE REQUEST DURING TERM TIME

Dear Parents and Carers,

Since September 2024 the management of attendance at school is governed by the DfE 'Working Together to Improve School Attendance Statutory Guidance'. There is less flexibility now for headteachers to authorise any absence and in the case of an unauthorised absence, the fixed penalty has increased. There are also increased charges for subsequent offences. The charges are detailed at the end of this letter.

All absence requests must be completed on the attached form, letters will not be accepted. This should be returned to the school a minimum of 14 days before the start of the absence.

Any absence from school will disrupt your child's learning. You may consider some absences to be educational but your child will still miss out on the teaching that their classmates will receive. Children returning from an absence are unprepared for the lessons which build on the teaching they have missed. Teachers then have to give more time to help individual children catch up on missed work. This poses a potential risk of the under achievement of other students in the class. This is something we *all* have a responsibility to avoid.

I hope you will support our efforts to raise attendance at our school.

Yours sincerely

Head Teacher



PENALTY NOTICE FINES FOR SCHOOL ATTENDANCE IS CHANGING

FIRST OFFENCE

1

The first 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
Reduced to £80 per parent, per child if paid within 21 days.

2

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 to be paid within 28 days. No reduced rate will be offered.

The following changes will come into force for Penalty Notice Fines issued after **19th August 2024**.

3

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 not be issued, and the case will be presented straight to the Magistrates' Court. Magistrates' fines can be up to £2500 per parent, per child.

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

10 SESSIONS (5 DAYS) 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.

Please follow the link for the Publication that will start from 19th August 2024.
www.gov.uk/government/publications/working-together-to-improve-school-attendance

REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

If, after reading the attached letter, you consider you have exceptional circumstances to request a leave of absence during term time, please complete this form and return to the school at least 14 days before the date you wish to remove your child from school.

Pupil Name Year Group/Class

Home Address

First day of absence Date of return to school

Total number of days missed

Exceptional circumstances are as follows:-

.....
.....
.....
.....

I understand that if the request is unauthorised Local Authority will be notified of the absence taken and a Penalty Notice may be issued. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £80 which increases to £160 (for a first offence) if not paid within the first 28 days. I understand that if I do not pay this may result in legal action.

Name of Parent/Carer making application

Signed Dated

(Please ensure you are giving at least 14 day's notice of the proposed absence)

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Pupil Name Tutor Group

AUTHORISED: Your request has been authorised for the following dates: ___/___/___ to ___/___/___

UNAUTHORISED: Your request has been unauthorised for the following dates: ___/___/___ to ___/___/___

This means that it is not considered that the circumstances you describe are exceptional. If you proceed to take the absence a Penalty Notice/s may be issued.

Signed Head Teacher Date ___/___/___