



REQUEST FOR LEAVE DURING TERM TIME

CHILD'S NAME:	
DATES OF LEAVE:	FROM TO.....
REASON FOR LEAVE:	

PARENTS SIGNATURES:-

1 PRINT NAMEDATE

2 PRINT NAMEDATE.....

Changes to issuing penalty notices for leave in term time as of 19th August 2024

In February 2024, the Department for Education published *Working together to improve School Attendance*. Within this document, in Chapter 6, it lays out the changes to issuing penalty notices. [Working together to improve school attendance \(applies from 19 August 2024\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/118441/Working_together_to_improve_school_attendance_applies_from_19_August_2024.pdf) ([publishing.service.gov.uk](https://www.publishing.service.gov.uk))

The changes come into effect from **19th August 2024** so it is important to ensure your understand them so you can consider the potential consequences before taking leave in term time.

New two penalty notice limit in a three-year period

The three-year rolling period for parents will start when the first penalty notice is issued to you.

Guidance states the following:

The first Penalty Notice for leave in term time will be £160 **per parent per child** but may 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.

Please note.

If you book a holiday now to take place after the 19th August 2024, the absence will be dealt with in line with when the actual unauthorised leave from school occurs, not the date of the booking/informed the school.

If the penalty notice is not paid within the given period, the county council will prosecute for the original offence to which the notice applies.

To clarify in terms of the three-year period, Penalty Notices issued for unauthorised absences taken before the 19th August 2024 will not be included in the three year period. However, all penalty notices issued for any reason connected to unauthorised absences after the 19th August 2024 will be counted in the three-year period.

National threshold for issuing penalty notices.

This has been set at 10 sessions (5 school days) of unauthorised absence in a rolling period of 10 school weeks.

Please note that the Local Authority can issue a penalty notice before the threshold is met if 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.

When the threshold has been met, we have a duty in every case to consider whether to request the county council issue a penalty notice. Therefore, we will continue to notify the local authority of all unauthorised leave in term time that meets the threshold of 5 school days.

Thank you for your understanding in this matter. Taking leave in term time has become a national concern and I am hopeful that by communicating the new guidance with you, our attendance and national attendance will improve.

For office use only:

Number of sessions of leave:	
Penalty notice applicable? (Y/N)	
If No what is the reason?	
Penalty notice issued date:	
Staff signature:	