 **Head Teacher:** Mr R Birtwhistle

Fairfield Primary School

Glenfield Road

Stockton-on-Tees

TS19 7PW

**Tel:** 01642 581305

**Email:** fairfield@sbcschools.org.uk

[www.fairfieldprimary.org.uk](http://www.fairfieldprimary.org.uk)

**PUPIL LEAVE OF ABSENCE DURING TERM TIME**

Dear Parent/Carer

I understand that you have requested a pupil Leave of Absence Form to apply for a holiday leave. The form you need to complete is outlined on the reverse of this letter. Before completing the form can I draw your attention to the details below regarding pupil absence during term time. The Government recognises the importance of your child attending school for every session available to them and not taking time off during the school year for holidays. We are therefore asking you as parents/carers to avoid taking your child out of school during term time. Please value every day of your child’s education and take holidays only during the holiday periods.

The Government has introduced **PENALTY NOTICES and LEGAL SANCTIONS** for Local Authorities to issue to parents who take their children out of school during term time. In line with Government recommendations, holidays will now only be authorised in exceptional circumstances and **benefiting from reduced holiday costs outside of the school holidays is not considered an exceptional circumstance.**

Details of **PENALTY NOTICES and LEGAL SANCTIONS** are outlined below;

*The criteria for the issue of a penalty notice will be 10 sessions of unauthorised absence in a 10-week period.*

In a **3-year rolling period** there will be a 2-penalty notice limit to the same parent for the same child.

* The first penalty notice issued in respect of the pupil will be charged at £160 per parent per child, reduced to £80 if paid within 21 days.
* The second penalty notice issued to the same parent in respect of the same pupil will be charged at a flat rate of £160 per parent, per child, if paid within 28 days.
* **A third penalty notice will not be issued to the same parent for the same child in this rolling 3-year period, an alternative legal sanction will be given, this may include prosecution in the magistrate court**

To ensure your child benefits from their full educational entitlement and to avoid getting a **PENALTY NOTICE** or **LEGAL SANCTION**, you should only take holidays during the school’s holiday periods which are published well in advance.

Thank you for your support

**Mr R Birtwhistle**

**Head Teacher**

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| **REQUEST FOR LEAVE OF ABSENCE**  |
| * **2 week’s leave of absence in term time reduces your child’s attendance to 95% over a year.**
* **This reduces your child’s attendance to below the National average.**
* **It equates to your child missing a half day per fortnight of their education.**
* **Pupils are only in school for 190 days each year.**
* **There are 175 other days for holidays and other activities.**
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| **How to use this Form:** |
| Please use for all absences other than sickness absence.Please return to the school at least **four weeks** before the date of requested absence.Please use a separate absence form for each absence and for each child. |
| **Guidance:** |
| The Head Teacher may not grant any leave of absence during school term time unless there are **exceptional circumstances**, please refer to; [Working together to improve school attendance](https://www.gov.uk/government/publications/working-together-to-improve-school-attendance) |
| **Parent/Guardian to complete this section:** |
| Name of child: | Class: | Year Group: |
| Is this the 1st request for absence this academic year?  | Yes 🞏 No 🞏 |
| Has a Leave of Absence been requested in previous years? | Yes 🞏 Please state which Academic YearNo 🞏 |
| Dates requested: From:  To: | No of school days requested: |
| Please indicate any other school to which you are applying for a leave of absence from (e.g. for an older sibling at secondary school) Name of Pupil and School:  |
| Reason for request:Please ensure you have read the information overleaf before signing the form. |
| **IF BOTH PARENTS HAVE PARENTAL RESPONSIBILITY BOTH PARENTS MUST SIGN** **OR THIS FORM WILL BE RETURNED TO YOU** |
| Parent / Carer’s Name (Please Print).……………………….........................Signed: ………………………………Date:…………. | Parent / Carer’s Name (Please Print)……………………………………………Signed: ………………………………….Date:………… |
| **School Office to complete this section:** |
| Attendance Percentage for last academic year 2024/25 |  |
| Current Attendance Percentage: |  |
| **Head Teacher to complete this section:** |
| Your request is **approved:**  | Yes 🞏 No 🞏 |
| Reason: |
| Your request is **not approved**. If the pupil is absent as proposed above it will be unauthorised for the following reason: | Refer to Local Authority for Penalty Notice/Legal Sanction Yes 🞏 No 🞏 |
| Reason: |
| Signed: | Date: |

 **request.11**

Date Application Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Evidence of exceptional circumstances is required when submitting a leave of absence request**