



LEAVE OF ABSENCE REQUEST FORM

PLEASE NOTE - The **Education (Pupil Registration) (England) (Amendment) Regulations 2013** state that head teachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances. If children are absent from school without authorisation, parents may be subject to a fine from Derbyshire County Council. Please see our Attendance Policy, found on our website <https://dhfs.uk/wp-content/uploads/policies/pods-attendance-policy-1.pdf> or at the request of the school office, for further information on holidays taken during term time.

Names of pupil(s):	Year Group:
Pupil Address:	
Name of Parent(s):	Name of Parent(s):
Parent Address (if different)	
Does your child have any siblings that attend a Partnership of Dronfield School (PODS) Yes / No If yes, please add the name of siblings and school attended.	
Names of sibling(s):	School Attending:

I / We wish to apply for our child(ren) to be absent from school for **EXCEPTIONAL CIRCUMSTANCES** on the following dates:

From:	To:
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Total number of days our child(ren) will be absent from school:
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Please supply in as much detail as possible the reason for your request and why you feel it is **exceptional circumstances**. Please include the names of the adult(s) who will be with your child(ren) during their absence from school.

Signed (both parents if applicable)

Parent 1

Parent 2 Date.....

PLEASE SUBMIT ONE MONTH BEFORE THE DATE OF THE REQUEST

Leave of absences which have not been agreed will be marked as unauthorised absences; these may be referred to the Local Authority for consideration of a Penalty Notice or other action.

Please return this form to reception at least one month before the date of the proposed absence

EVERY SCHOOL DAY MATTERS

Penalty Notices for Fines Have Changed!

With the introduction of the new National Framework for Penalty Notices, the following changes have come into force for Penalty Notice Fines issued after 19th August 2024.

Per Parent, Per Child

Penalty Notice Fines will now be issued to each parent, for each child that was absent.

For example; 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.

5 Days of Term Time Leave (Code G) Holiday

Penalty Notice Fines will be issued for Term Time Leave of 5 or more days in an academic year. (These days do not need to be consecutive.)

First Offence

The first time a Penalty notice is issued for Term Time Leave or irregular Attendance, the amount will be:

- £160 per parent, per child paid within 28 days.
- Reduced to £80 per parent, per child if paid within 21 days.

Unsatisfactory Attendance 10 sessions of unauthorised absence in a 10-week period (Code 0 and U)

Penalty Notice Fines will be considered when there has been 10 sessions of unauthorised absence in a 10 week period.

Second Offence

The second time a Penalty Notice is issued for Term Time Leave or irregular Attendance the amount will be:

- £160 per parent, per child paid within 28 days.

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 Magistrate's Court. Magistrates' fines can be up to £2500 per parent, per child. Cases found guilty in Magistrates Court can show on the parent's future DBS certificate, due to 'failure to safeguard a child's education.'

