





From the 1st September 2013 amendments to the Education (Pupil Registration) (England) Regulations 2006¹ came into force. The amendments make clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances.



(see addendum 1 – Absence request form)

'Parents/carers are committing an offence if they fail to ensure the regular and punctual attendance of their child at the school at which the child is registered, unless the absence has been authorised by the school.

If your child has at least 10 unauthorised absences within a 6 month period, please note that failure to ensure regular attendance could result in future legal proceedings by the Local Authority under Section 444 of the Education Act 1996.

All leave of absences from school can only be agreed by the school in advance, so it is therefore very important that you apply to the school in writing as far in advance of any absence as is reasonably possible. Please be aware that a school can only grant leave in 'exceptional circumstances'.

Parent/s and/or carers who take their child or children out of school without authorisation, be that by failing to apply at all, applying retrospectively or having their request refused, may be issued with a Penalty



Notice per child per parent/carer who has 10 or more unauthorised absences within any six month period. The Notice carries a penalty of £60 if paid in full within 21 days or £120 if paid in full after this time but within 28 days. We are unable to accept part or late payment and there is no legal right to appeal the Penalty Notice once it has been issued. Failure to comply with a Penalty Notice may result in prosecution proceedings being initiated against you for an offence of failing to ensure your child's regular school attendance which is contrary to section 444 of the Education Act 1996. If convicted, you may face a fine of up to £1,000.



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This portion to be returned to parents/carers

Please note that even if this absence request is authorised you may still receive letters of concern from either the school or

Absence authorised
Absence unauthorised

(Head Teacher)



Research suggests that children who are taken out of school may never catch up on the learning they have missed. This may affect test results and can be particularly harmful if the child is studying for final year examinations.

Children who struggle with English or Mathematics may also find it even harder to cope when they return to school, while younger children may find it difficult to renew friendships with their classmates.

If the school is unable to authorise the absence and the child is still taken out of school, this will be recorded as **unauthorised absence** and you may receive a £60* fine per parent for each child.

The request for leave must come from a parent with whom the child normally resides.

If a child then stays away from school for more than the authorised period this must be recorded as unauthorised absence and could be quoted in a prosecution for poor attendance.

If the child is away from school for a total of four weeks or more, the school may have the option to take the child off roll subject to the Education (Pupil Registration) (England) Regulations 2006.

In the case of unexpected extended absence, it is advisable that the parent fully informs the school as to the reasons. If a child is removed from roll, there is no guarantee that the child will regain a place at the school.