



# THE COPPICE PRIMARY SCHOOL



## APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

The school considers regular attendance to be essential if a child is to make the most of their educational opportunities and reach their full potential. The Coppice takes seriously its responsibility to monitor and promote the regular attendance of all its pupils. It acknowledges that irregular attendance seriously disrupts continuity of learning, undermines educational progress and can lead to underachievement and low attainment.

Government guidance (2024) states that Headteachers may not grant any leave of absence during term time unless there is an exceptional circumstance. It is the decision of the Headteacher as to what might be considered an exceptional circumstance and Parents/Carers should not expect their request to be granted as a right.

**We are therefore unable, legally, to authorise any holiday / leave of absence unless there is an exceptional circumstance.**

A penalty notice from the Local Authority may then be issued. The threshold for a penalty notice to be considered is **10 sessions of unauthorised absence in a rolling period of 10 school weeks**. This can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes, all within 10 school weeks.) These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms of school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term).

Penalty notice:

- First offence: The first penalty notice issued to each Parent in respect of a particular pupil will be charged at £160 if paid within 28 days. **This will be reduced to £80 if paid within 21 days.**
- Second offence: A second penalty notice issued to the same Parent(s) in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days
- Third offence: The third time an offence is committed for term time leave or irregular attendance a Penalty Notice will not be issued, and the case may be presented to the Magistrates' Court under S4441 Education Act 1996. Cases found guilty in the Magistrates' Court could result in a fine up to £2,500 per Parent per child, and will also hold a criminal record, for failing to secure regular attendance.

For further guidance please see the Government document 'Working Together To Improve School Attendance'.

Applications for leave of absence should be made using the reverse side of this form, ideally 6 weeks in advance of the proposed absence. Please assume that the absence will NOT be authorised unless you are notified in writing otherwise.

