



Absence request form

Name of child	
Class	

First date of absence _____ Date of return to school _____

Total number of school days requested _____

Reason:

- ☐ Medical appointment /treatment
- ☐ Funeral
- ☐ Religious observation – Details _____
- ☐ Family circumstances - Details _____
- ☐ Other – Details _____
- ☐ Family Holiday

I understand that it is legal responsibility of every parent to make sure that their child receives an efficient, full-time education. I understand that any decision to authorise this absence will be made after consideration. I understand the impact this absence will have upon my child's education and their attendance record. I am aware that if absences total 5 days/ 10 sessions in a 10-week period my child will be referred to the Education and Inclusion Partnership and a fixed penalty notice of £160 per child and per parent will be issued. If paid in 21 days this is reduced to £80.

Name of parent/carer _____

Signature _____ Date _____

OFFICE USE ONLY

Current attendance

Authorised absence

Unauthorised absence

Action: Parent discussion Yes No Date of parent discussion _____

Referred to head teacher Yes No

Decision

- Authorised YES ☐ Meets with school's criteria and has been authorised
- NO ☐ Does not meet with school's criteria and cannot be authorised
- OTHER ☐ _____

Referral to EIP: Yes ☐ No ☐ Date decision letter sent to parent / carer _____

Added to SIMS Yes No

Signed: _____

Date _____

The Education (Penalty Notices) (England)

Regulation 2007

Amendments have been made to the 2007 Regulation. The most recent coming into force on the 19th August 2024. The Amendments in the Education (Penalty Notices) (England) (Amendment) Regulations 2024, are described below.

1. An increase of the penalty under Section 44A(1) of the 1996 Act: Fixed penalty notices are increasing to £160 (£80 if paid in the first 21 days.) If there is a second penalty issue to the same parent in respect of the same child there will be no early payment discount in any three year period
2. Impose a new duty on authorised staff members to consider issuing a penalty notice relating to a parent's failure to secure the regular school attendance of a child during a period of 10 school weeks;
3. Impose a new limitation on the number of penalty notices which can be issued under section 44A(1) of the Education Act 1996 (c. 56) ("the 1996 Act") in respect of the same parent and child: no new notice may be issued to a parent if two penalty notices have been issued to the parent under that section in respect of the child in the preceding three-year period;
4. Make provision for sums received under section 44A of the 1996 Act to also be used for supporting the regular attendance at school of registered pupils, in addition to being used for issuing penalty notices and prosecuting offences committed under section 444 of the 1996 Act.

If you wish to discuss the above, please contact the Welfare team

I can confirm that I have read and understood the above information and accept the possibility of receiving a fixed penalty notice should I decide to remove my child from school during term time.

Parent / carer signature

Print name

Date