



# BARWELL CHURCH of ENGLAND ACADEMY



## APPLICATION FORM for PUPIL ABSENCE in TERM TIME

### Important Information for Parents/Carers – Please Read Before Completing This Form

We expect every pupil’s attendance to be 100% unless there are exceptional or unavoidable reasons for absence. Parents/carers do not have a legal right to take their child out of school during term time for holidays. The Headteacher may only authorise leave in exceptional circumstances, in line with the Education (Pupil Registration) (England) Regulations 2006 (amended 2013).

Each request will be considered individually. If authorised, the Headteacher will determine the length of absence. Requests must be made in advance—before any arrangements are confirmed or money committed. Unauthorised absence may result in a Fixed Penalty Notice issued by the Local Authority.

#### PUPIL DETAILS

Child’s Full Name: \_\_\_\_\_ Year Group: \_\_\_\_\_

If applying for more than one child:

Child’s Full Name: \_\_\_\_\_ Year Group: \_\_\_\_\_

Child’s Full Name: \_\_\_\_\_ Year Group: \_\_\_\_\_

#### DETAILS OF ABSENCE

First Day of Absence: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Last Day of Absence: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Expected Return Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Total Number of School Days Requested: \_\_\_\_\_

Reason for Request (include any supporting evidence):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### DECLARATION

I/we request the above absence and understand that:

- The school strongly advises against unnecessary absence during term time.
- Absence may negatively impact my child’s progress.
- A Fixed Penalty Notice may be issued if the request is denied and the absence still occurs.
- The penalty is £160 per parent per child, reduced to £80 if paid within 21 days (for first offence).
- Repeat offences may result in further legal action.

Signed (Parent/Carer 1): \_\_\_\_\_

Full Name: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signed (Parent/Carer 2): \_\_\_\_\_

Full Name: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# National Framework for Penalty Notice Fines

From 19 August 2024, a National Framework for Penalty Notice Fines is in effect for unauthorised absences recorded by schools.

## National Threshold

- 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period
- Sessions do not have to be consecutive and can be a combination of any type of unauthorised absence
- Example: A 5-day unauthorised leave of absence meets the national threshold
- The 10-school week period can span different terms or school years

## Who May Be Fined?

- Penalty Notice Fines are issued to each parent who allows their child to be absent without authorisation
- Example: 3 siblings absent during term-time results in each parent receiving 3 separate fines

## First Offence

- **£80** per parent, per child if paid within 21 days
- **£160** per parent, per child if paid between the 22nd and 28th day

## Second Offence (within 3 years)

- £160 per parent, per child – payable within 28 days
- No reduced rate available

## Third Offence and Any Further Offences (within three years)

- No Penalty Notice will be issued
- Case will be presented directly to **Magistrate's Court**
- Possible criminal records and fines up to **£2,500**
- May appear on future DBS certificate due to 'failure to safeguard child's education'