



Scholar Green Primary School,  
 Congleton Road,  
 Scholar Green,  
 Stoke-on-Trent.  
 ST7 3HF.  
 Tel. No: 01782 651099

Headteacher: Mrs. L. Colman

Email: [head@scholargreen.cheshire.sch.uk](mailto:head@scholargreen.cheshire.sch.uk)

Dear Parents and Carers

**REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME**

You have requested the school’s permission for a LEAVE OF ABSENCE during term time. Before such authorisation is given, please complete the form below and return to the school office. Completion of this form does not guarantee the leave of absence will be authorised. *Applications should be made as far in advance of the leave of absence as possible. Schools will only agree leave of absence in EXCEPTIONAL circumstances:*

I wish to seek permission for my child/children .....

to obtain authorised absence from .....to.....

Number of days requested for absence is .....

Why is it necessary to take your child out of school during term time?

.....  
 .....

Parents/Carer Signature .....Date.....

**TAKING YOUR CHILD OUT OF SCHOOL DURING TERM TIME WITHOUT THE SCHOOL’S AUTHORISATION MAY RESULT IN THE LOCAL AUTHORITY ISSUING A FIXED PENALTY NOTICE / PARENTAL PROSECUTION TO EACH PARENT/CARER FOR EACH CHILD FOR WHOM THE LEAVE OF ABSENCE REQUEST HAS BEEN REFUSED.**

**PLEASE SEE OVERLEAF FOR FULL DETAILS OF PENALTY NOTICE FINES.**

*For completion by the school:*

The School’s Governing Body give authorisation for the above absence from the school.

The School’s Governing Body are unable to authorise the above request for absence. Reason leave of absence declined:

.....

Signed: .....Date.....





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## PENALTY NOTICE FINES FOR SCHOOL ATTENDANCE ARE CHANGING !

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force on **19 August 2024**.

### Penalty Notices will be issued for

**Term time leave:** Penalty Notice fines will be issued for term time leave of 5 or more consecutive days.

**10 Sessions of Unauthorised absence in a rolling 10 week period:** A Penalty Notices may be considered when there have been 10 sessions of unauthorised absences in a 10 week period.

However, we retain the discretion to issue a Penalty Notice before the threshold is met. For example, where parents are deliberately avoiding the national threshold by taking several term time holidays below the above thresholds.

### Per Parent/Per Child

Penalty Notice fines will continue to be issued per parent per child. For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.

### First Offence In 3 Years

The first time a Penalty Notice is issued for term time leave or irregular school attendance the fine will be charged at:

£160 per parent, per child if paid within 28 days of the issue, reducing to £80 per parent, per child if paid within 21 days.

(Unpaid penalty notices may result in a parental prosecution)

### Second Offence In 3 Years

Where it is deemed appropriate to issue a second penalty notice to the same parent for the same pupil within 3 years of the first penalty notice, for either term time leave or irregular attendance the second penalty notice will be charged at:

£160 per parent, per child if paid within 28 days. (Unpaid penalty notices may result in a parental prosecution)

### Third Offence In 3 Years

On the third time that an offence is committed within 3 years of the first penalty notice for either a term time leave or irregular attendance a penalty notice will not be issued. The case may proceed to Parental Prosecution under the Single Justice Procedure. If found guilty of the offence of 'Failure to send a child to school' the Magistrates can impose a fine up to £1000 or legal proceedings under Section 444 (1a) can include a fine of up to £2500.