Fleetdown Primary Academy

01322 226891 · fdoffice@golden-thread.org
Lunedale Road, Dartford, Kent, DA2 6JX
Toniann Braniff, Acting Headteacher

Request for leave during term time form

Please read the following information carefully before completing this form.

At Fleetdown Primary Academy we work hard to support all our pupils and their families to ensure that good attendance is achieved. Whilst we appreciate that the experience that children have on holiday with their parents and carers can be valuable, from 1 September 2013 the Department of Education amended the Education (Pupil Registration) (England) Regulations 2006 removing the headteacher's ability to authorise any leave of absence during term time unless there are "exceptional circumstances". In general, a holiday will not be considered exceptional circumstance. The law does not grant parents and carers an automatic right to take their child out of school during term time. (The meaning of 'parent' in relation to a child includes any person with Parental Responsibility or who has care of the child, as per Section 576 of the Education Act 1996).

You must have Parental Responsibility to request an absence in term time or have written permission from someone with Parental Responsibility. **Headteachers are unable to authorise leave retrospectively, please therefore ensure this application is submitted at least 4 weeks before any leave of absence.**

If your application for leave results in the absence being unauthorised and you decide to proceed with the absence, then we may make a referral to Kent County Council.

The local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice. If the absence meets threshold for a penalty notice, the school will refer to the local authority for the penalty notice to be issued.
Before referring to the Local Authority for a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

The payment must be made directly to the local authority. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.
If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days, per parent, per child.
If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days, per parent, per child. **There is no reduced sum available in this instance.**
A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead. This will often include considering prosecution, but may include other tools such as one of the other attendance legal interventions.

For further guidance please visit; https://assets.childrenscommissioner.gov.uk/wpuploads/2024/07/aaa-guide-for-parents-on-school-attendance-19th-Aug-version.pdf

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Parent(s) or Carer Details:	
Name(s):	
Address:	
Contact Numbers:	

I/We request permission for my/our child(ren) to be absent from school:

Pupil Details:			
Name:	Date of Birth:	Class	Att. % (office Use)

Details of Absence:			
First Date of absence:	Last day of absence:	Date of Return to School:	Evidence supplied: Yes ☐ No ☐

Reason for absence (continue on a separate sheet if necessary and attach any supporting evidence):

Declaration:			
I/We have read the Term Time Holidays information for Parents and understand if my /our child(ren) absence(s) is unauthorised, I/we may be subject to a Penalty Notice or other Legal Action.			
Signed (Parent/Carer):		Date:	

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Headteachers Decision:			
☐ Request Unauthorised ☐ Request Authorised ☐ Request Part Authorised (dates authorised_____)			
Signed:		Date:	

Office Use Only:			
Date Letter Sent to Parents:		Date FPN Requested:	
Date Arbor Updated:		Days/Sessions Absent:	