

St John's C of E Primary School  
 Atherton Road  
 Hindley Green  
 Wigan  
 WN2 4SD  
 Tel: 01942 255396



Executive  
 Headteacher  
 Miss C. Fletcher

## ABSENCE REQUEST FORM

| Pupil Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Date of Birth  |
| Class                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Class Teacher  |
| Address                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                |
| ABSENCE INFORMATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                |
| Absence from                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Date of return |
| Number of school days absent                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                |
| Destination / Exceptional reason for absence:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                |
| <p>All absences requests are at the headteacher's discretion and <b>may</b> be authorised under exceptional circumstances.</p> <p>I understand that keeping my child out of school for any longer than agreed or if my request is not granted, will result in the absence being recorded as unauthorised. This may result in action being taken against me for non-school attendance.</p> <p>Parent/Carer Name</p> <p>Relationship to child</p> <p>Parent/Carer address (if different to above)</p> <p>Contact Number</p> <p>Email address</p> <p>Please provide details of all attendees including adults and children and reasons for requesting this leave of absence and in particular any 'exceptional circumstances'. If necessary, please provide any documentary evidence in support of your request.</p> <p>I certify that the information provided on this form is correct. I understand that the school reserves the right to issue a penalty notice or remove my child from the school register for unauthorised leave</p> <p>Signature: _____ Print name _____</p> <p>Date of request _____</p> |                |

### Guidance Notes

- Please ensure this form is completed at least 1 month prior to requesting leave. Completing this form does not mean your request has been approved.
- The Education (Pupil Registration) Regulations 2024 states that headteachers may not grant any leave of absence during term time.
- If your leave of absence request is not approved, then the absence will be marked as 'unauthorised' on the attendance register.
- For such 'unauthorised' absence, you may be liable to be issued with a penalty notice (fine). The fine is £80 per parent per child if paid within 21 days, increasing to £160 per parent per child if paid between 21 and 28 days. If one or both parents fail to pay the penalty notice in full, then you may be prosecuted. The school also reserves the right to remove your child from the roll of the school. Where this happens, please be aware that it may not always be possible to re-admit your child to the school.

**Exceptional Circumstances:** In considering whether any 'exceptional circumstances' apply, the Headteacher will consider if the reasons are rare, significant, unavoidable, and short. The Headteacher will also take into consideration the factors listed below:

- can the event for which the absence requested can be reasonably taken during school holidays?
- levels of attendance and unauthorised absence over the last 12 months
- any leave of absence taken previously
- whether the leave is during the exam period, controlled exam periods or will result in not meeting assessment deadlines
- age and year group of the pupil



### Attendance Education Penalty Notice (EPN) Overview

With the introduction of the new National Framework for Penalty Notices, the following changes came into force for Penalty Notices issued after the 19th August 2024



#### Per parent, per child

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

#### 5 consecutive days of term time holidays or unauthorised absence.

Penalty Notice Fines will be issued for term time leave of 5 or more consecutive days.

#### 10 non-consecutive sessions of unauthorised absence

Penalty Notice Fine will be considered when there has been 10 sessions of unauthorised absences in a 10 week period  
Parent's can view their child's current attendance data on the MyChildAtSchool app.  
Unauthorised attendance codes include codes U, O and G

**Any term time holidays that are taken after the start of the 2024/2025 academic year will be treated under the new legislation as the new rules apply to any offences committed from 19th August 2024, regardless of when the holiday is booked**

The full guidance can be found at the following link. [Working together to improve school attendance \(applies from 19 August 2024\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/125444/Working_together_to_improve_school_attendance_applies_from_19_August_2024.pdf) ([publishing.service.gov.uk](https://www.publishing.service.gov.uk))

\*Please note this information is correct at time of writing and subject to change.

#### First Offence

The first time a penalty notice is issued for term time leave on regular attendance, the amount will be £160 per parent, per child paid within 28 days  
Reduced to £80 per parent per child if paid within 21 days

#### Second Offence

(within a rolling 3 year period)

The second time a penalty notice is issued for term time leave or irregular attendance the amount will be: £160 per parent per child paid within 28 days with no option of reduced rate for early payment

#### Third Offence and any further offences

(within a rolling 3 year period)

The third time an offence is committed for term time leave or irregular attendance a penalty notice will not be issued, and the case will be presented straight to Magistrates' Court.  
Magistrates' fines can be up to £2500 per parent, per child. Cases found guilty in Magistrates' Court can show on the parent's future DBS certificate, due to failure to safeguard a child's education

## TO BE COMPLETED BY SCHOOL

Child's current overall attendance

Authorised: Y / N (please circle)

By

Position

Date