

**Leave of Absence Request Form**

Please read the information on the reverse of this form before completion\*

I wish to apply for my child(ren) to take a leave of absence during term time.

Name of Child(ren) Tutor Group/Year Group/Class

………………………………………………………………… ………………………………..

………………………………………………………………… ………………………………..

………………………………………………………………… ………………………………..

Leave of absence dates:

Start date: …../…../….. End date: …../…../….. Total number of school days missed ……………..

If you are applying for a leave of absence for a sibling at another school within Rotherham please give their details below.

Name of Child(ren) School Name/Year Group

………………………………………………………………… ………………………………..

………………………………………………………………… ………………………………..

Reason for requesting leave of absence.

**Parent 2-**

Full name: …………………………………………………….

Address: ……………………………………………………….

Parent DOB: …../…../…..

Will children be with this parent

on leave of absence? Yes/No (Please circle)

**Parent 1-**

Full name: …………………………………………………….

Address: ……………………………………………………….

Parent DOB: …../…../…..

Will children be with this parent

on leave of absence? Yes/No (Please circle)

Signed ………………………………………………. Parent/Carer \*Must have parental responsibility or day to day care for named child(ren).

Date of application ……./…..…/.…….

The circumstances of each individual request will be taken into account. If your leave of absence is granted, the school will contact you.

If you go ahead with the leave of absence when unauthorised, school will request the Local Authority considers issuing a Fixed Penalty Notice and/or further enforcement action.

Leave of absence in term time – Information for consideration.

Any request for leave must be made in advance.

There is no requirement to authorise just because a request has been made.

National Framework for Fixed Penalty Notices

On 19th August 2024 the Government introduced a new National Framework for Penalty Notices. Under the National Framework all schools will be required to consider a Fixed Penalty Notice (FPN) when a child has missed 10 or more sessions for unauthorised reasons in 10 school weeks. Each school day has 2 sessions, AM and PM, meaning 10 sessions could be 5 full school days or 10 half days.

The National Framework for Penalty Notices sets out that a maximum of 2 FPN’s per parent, per child can be issued within a rolling 3-year period. If the national threshold is met for a third time (or subsequent times) within 3 years, further enforcement action will be considered.

**First FPN in a 3-year period: £160 per parent, per child to be paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days**

**Second FPN in a 3-year period: £160 per parent, per child to be paid within 28 days**

**Third occasion in a 3-year period: A FPN will not be issued, and the Local Authority will consider alternative enforcement.**

For full information please visit: [School Attendance – Rotherham Metropolitan Borough Council](https://www.rotherham.gov.uk/education-2/school-attendance)