

Nene Way
St. Ives, Cambs.
PE27 3WF
Phone: 01480 466919

www.wheatfields.cambs.sch.uk



Mrs Emma Verney-Davies
Headteacher
Mrs Gemma Edwards
Deputy Headteacher

Wheatfields Preschool

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Kids Club

Absence Request Form

Guidance for Parents – Term Time Leave

The Different Types of Leave

Authorised leave

This is if a child has been off school for a reason that we agree with. For example:

- Illness or a medical appointment. If they are well enough, children should be at school for the rest of the day if they go to an appointment.
- Religious Observance – official religious days which are decided by the religion. E.g. Eid.
- The absence has been authorised by the Headteacher because it is short, exceptional and unavoidable.

Unauthorised leave:

This is when a child is away from school when school would say no. For example:

- Shopping, hair appointments, visiting family, taking part in a protest or birthdays.
- A parent/carer has not given a reason for the child not being in school.
- A parent/carer has not completed an Absence Request Form.
- Being off school for something that the Headteacher does not think is exceptional.

The code given to a child in the register is the Headteacher's decision. They will use guidance from the Government (DfE) to make their decision.

Term-Time Leave

Parents may not take their child out of school for a term-time holiday. If you want to ask for time off school, you must fill in a Term-Time Leave Request Form (Appendix 2). This has to be filled in **before** you take your child out of school and no later than 5 School days before.

If school think you have taken your child out for term time leave, we will write to you and ask you to explain why your child was not in school. If you can't give school a reason, then the absence may be recorded as unauthorised, and we may send your details to the Local Authority for a penalty notice/fine.



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Exceptional circumstances (*this means rare, unavoidable, short*) will be looked at by the Headteacher.

If you request term time leave for any of these, they will **not** be allowed. We would send details to the Local Authority for a penalty notice/fine:

- Cheaper holidays/flights in the UK or abroad.
- Holidays that overlap the beginning or the end of term.
- Trip of a lifetime.
- Visiting family or friends who have different half term holiday dates.
- Family weddings for more than 1 day or visits to see family abroad.
- Relatives coming to visit.
- Extending the time off if a pupil has not come back to school after an agreed absence.
- Leave taken because some transport might be affected by things and might not run.

Penalty Notices

If a pupil takes unauthorised term-time leave for 10 sessions in a row or more (normally 5 days or more) they will receive a penalty notice.

The fine for a penalty notice is £80 per child, per parent/carer. If you haven't paid after 21 days, it goes up to £160. If you haven't paid after 28 days, you may be prosecuted in court. This could mean a fine of up to £2,500 and/or prison for up to 3 months per parent.

If you take **another** term time leave of 10 sessions (5 days) or more with the same child, in a three-year rolling period, the fine is £160 per parent, per child and you have 28 days to pay it. If you do it a third time, in a three-year rolling period for the same child, your details will be sent to the Local Authority for a prosecution (Section 444 Education Act 1996).

Should a child be absent for term time leave for an extended period during term time (20 days or more) not authorised by the school, prosecution in relation to Section 444 Education Act 1996, may also be considered.

See graph for example:



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← Three-Year Period →		
<p>First Term Time Leave 10 sessions (5 days) or more.</p>	<p>Second Term Time Leave 10 sessions (5 days) or more.</p>	<p>Third Term Time Leave 10 sessions (5 days) or more.</p>
<p>£80 for each child per</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>E.g. if two parents take 3 children away, the fine would be £80 x 3 = £240 per parent. The total would be £480. If you pay after 21 days it rises to £960.</p> </div> <p>parent. If you don't pay after 28 days = a prosecution.</p>	<p>£160 for each child per</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>E.g. if two parents take 3 children away, the fine would be £160 x 3 = £480 per parent. The total would be £960.</p> </div> <p>parent. If you don't pay after 28 days = a prosecution.</p>	<p>Prosecution.</p>

Children Missing in Education

If a pupil fails to attend school for 10 consecutive days, without explanation, and the school does not know where the pupil is, the school will refer the pupil to the Local Authority as a Child Missing in Education. After a further 10 days of absence with no explanation, your child is at risk of losing their school place with us. During this 20-day period, school will continue to try and contact you, and will liaise with any other services that your child is open to. The Local Authority will conduct investigations into the location and educational provision of the child.



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Absence Request Form

Student Details:

Name: _____ DOB: _____ Class: _____

Address: _____

Contact number : _____

Siblings details of compulsory school age:

Name: _____ DOB: _____ School: _____

Name: _____ BOB: _____ School: _____

I request permission for my child to be absent from school

First day of absence: _____ Date of return: _____ Total school days: _____

Please detail below the reason for your request for absence from school in term time and include any supporting information. The Headteacher **WILL NOT** be able to consider your request without your supporting documents. **Please read carefully the "Guidance for Parents", which is attached to this form for your convenience.**



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Declaration:

I have read the "Guidance for Parents" and understand that **I/we may receive a penalty notice** if my/our child receives unauthorised school absence as a result of this request. ***Please note the school day is divided into 2 registration periods, for example if your child is absent for one day this equals 2 sessions and a five day absence equals 10 sessions***

Parent/Carer 1

Signed _____ Date _____

Parent/Carer 2

Signed _____ Date _____

For school use only

The school has considered your request for leave of absence and your child(ren)'s absences will be recorded as follows:

Number of authorised sessions _____

Number of Unauthorised sessions _____

Number of unauthorised sessions to date _____

Signed _____ Date _____

