

ABSENCE FROM SCHOOL FOR HOLIDAYS
PLEASE READ CAREFULLY

Dear Parent/Carer

Government legislation which comes into place from 19th August 2024 (*Working together to improve school attendance - Statutory guidance for maintained schools, academies, independent schools and local authorities*) specifies that requests for a child's leave of absence cannot be authorised, except in exceptional circumstances.

All schools are expected to restrict leaves of absence to the specific circumstances set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024 and schools maintained by a local authority must do so.

The Department for Education does not consider a need or desire for a holiday, or other absence for the purpose of leisure and recreation, to be an exceptional circumstance.

If a parent/carers wishes to apply to take their child out of school during term time, they must complete a leave of absence form and this should be submitted to the school at least 4 weeks before the proposed start of the leave of absence and before booking the leave of absence.

As a Local Authority Maintained School, we follow Doncaster City Council's policies. If you take your child out of school during term time, without the authorisation of the Head Teacher, the Head Teacher will make a request to the Local Authority to issue an Education Penalty Notice.

Any leave of absence that does not meet the exceptional circumstance will be classed as **unauthorised** and recorded as such. You may also be issued with an Education Penalty Notice.

Please be aware in line with **Section 23 of the Anti-Social Behaviour Act 2003 BOTH** parents are at risk of receiving an Education Penalty Notice for **EACH** child of the family with a period of unauthorised absence from school.

If an Education Penalty Notice is issued after 1st September 2024, the penalty is £80 per parent per child when the payment is made within 21 days. If payment is not made within this timescale the penalty amount will double to £160 per parent per child if made within 28 Days.

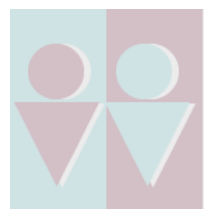
● Headteacher
Mrs R Train

● Mill Lane
Warmsworth
Doncaster DN4 9RG

● Tel: 01302 852200

● Email: secretary@warmsworthschool.co.uk

● www.warmsworth-doncaster.sch.uk



For a second period of unauthorised absence from school within a rolling 3-year period, a second penalty notice will be issued to the same parent(s) for the same child at a higher rate of £160 with no option for this second penalty amount to be discharged at the lower rate of £80.

Failure to pay within 28 days will result in a summons to appear before the Magistrates Court on the grounds that you have failed to secure your child's regular attendance at School. If the case progresses to Court you may receive a fine.

For the third period of unauthorised absence from school within a rolling 3-year period one of the other attendance legal interventions or prosecution will be considered by the Local Authority.

Authorisation for leave of absences during Year 6 SATS week will not be given under any circumstances. It is particularly important for all children to be in school during May and also June for Year 1, for their assessment in phonics.

If you require further clarification on the above, in the first instance please contact the school or alternatively, you may wish to seek advice from the Attendance and Pupil Welfare Service on 01302 736504.

Yours sincerely



Mrs R Train
Headteacher

Warmsworth Primary School
Application for Leave of Absence 2024 – 2025

(Please read the attached notes before completing this form)

All schools are expected to restrict leaves of absence to the specific circumstances set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024.

Child's Details					
Pupil Name (in full)		Date of Birth:			
Address		Class:			
Pupil Name (in full)		Date of Birth:			
Address		Class:			
Pupil Name (in full)		Date of Birth:			
Address		Class:			
Parent/Guardian Details					
Parent 1 Name (inc title):		Date of Birth			
Email address		Relationship to Pupil:			
Phone number					
Address (inc Post Code):					
Parent 2 Name (inc title):		Date of Birth			
Email address		Relationship to Pupil:			
Phone number					
Address (inc Post Code):					
1) Your travel destination:					
2) Reason for the Request (please provide evidence if you believe this leave of absence meets the DfEs exceptional circumstances):					
First Day of Leave:		Number of days out of school:			
Last Day of Leave:					
Date to return to School:					
Adult(s) accompanying pupil:					
Signature of Parent/Carer:		Date:			
Please note the following dates:					
Reception Baseline – FS2 from Tuesday 3rd September to Friday 11th October 2024					
KS1 SATS Test Period (Optional) – Year 2 from Thursday 1st May to Friday 30th May 2025					
KS2 SATS – Year 6 from Monday 12th May to Thursday 15th May 2025					
Year 4 Multiplication Table Check – from Monday 2nd June to Friday 13th June 2025					
Phonic Tests – Year 1/2 from Monday 9th June to Friday 13th June 2025					
Headteachers Decision:	Authorised	Unauthorised	FPN:	YES	NO
Signature of Headteacher:			Date:		

Please complete the attached form and return it to the Headteacher for any application for leave of absence for the Academic year commencing 3rd September 2024 – 24th July 2025.

All schools are expected to restrict leaves of absence to the specific circumstances set out in **regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024** and schools maintained by a local authority and special schools not maintained by a local authority must do so. Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

Any absence which does not meet the criteria of being *'an exceptional circumstance'* will be marked as unauthorised absence and as such you may be at risk of receiving an Education Penalty Notice. Please be aware that **BOTH** parents are at risk of receiving an Education Penalty Notice for **EACH** child of the family with a period of unauthorised absence from school in line with **Section 23 of the Anti-Social Behaviour Act 2003**.

If an Education Penalty Notice is issued after 1st September 2024, the penalty is **£80 per parent per child** when the payment is made within **21 days**. If payment is made after **21 days**, but within **28 days**, this will increase to **£160 per parent per child**. Failure to pay within **28 days** will result in a summons to appear before the Magistrates Court on the grounds that you have failed to secure your child's regular attendance at School. If the case progresses to Court you may receive a fine.

For a second period of unauthorised absence from school within a **rolling 3-year period**, a **second penalty notice** will be issued to the same parent(s) for the same child at a higher rate of **£160** with no option for this second penalty amount to be discharged at the lower rate of **£80**. Failure to pay within **28 days** will result in a summons to appear before the Magistrates Court on the grounds that you have failed to secure your child's regular attendance at school. If the case progresses to court you may receive a fine.

For the third period of unauthorised absence from school within a **rolling 3-year period** one of the other attendance legal interventions or prosecution will be considered by the Local Authority.

Authorisation for leave of absences during Year 6 SATS week will not be given under any circumstances. It is particularly important for all children to be in school during May and also June for Year 1, for their assessment in phonics.

If you require further clarification on the above, in the first instance please contact the school or alternatively, you may wish to seek advice from the Attendance and Pupil Welfare Service on 01302 736504.

The 2024 change to legislation states that it is really important that every child attends school for as many of the 380 half day sessions of the school year as possible. It is the responsibility of parents to ensure that their children do not take unnecessary time off school.

Any absence taken during term-time destroys the continuity of the child's education and reduces chances of success. Absence in the weeks prior to SATS tests or GCSEs will also disrupt revision and omit the reassurance that school staff can provide during the preparation period.

Absence taken during years 6,7,10 and 11 and at the beginning of the academic year can also have a negative impact on transition and assessments.