



At St George's, God calls us by name to love,
learn and achieve together, safe in the palm of His hands.

'I have called you by your name; you are mine' /isaiah 43

Leave of Absence Procedure

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for Penalty Notice Fines issued for unauthorised holidays recorded by schools after 19th August 2024.

Who may be fined?

Penalty Notice Fines are issued to each parent who allows their child to be absent from school. For example: 3 siblings absent for term time leave, would result in each parent who allowed the holiday receiving 3 separate fines.

First Offence

The first time a Penalty Notice is issued for an unauthorised term time holiday the fine amount will be: £80 per parent, per child if paid within 21 days, increasing to £160 if paid between days 22-28.

Second Offence (within 3 years)

The Second time a Penalty Notice is issued for unauthorised absence the amount will be: £160 per parent (who allowed the holiday), per child, payable within 28 days.

Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed a Penalty Notice will not be issued and local authorities will need to consider other available measures to address the absence concerns. This may mean that cases are presented before a Magistrate's Court. Prosecution can result in criminal records and fines of up to £2,500. Cases found guilty in the Magistrates' Court can show on the parent's future DBS certificate due to 'failure to safeguard a child's education'.

National Threshold

There will be a single consistent national threshold for when a penalty notice must be considered by all schools in England of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. For example: a 5 day holiday would meet the national threshold. The 10-school week period can span different terms/academic years.

Procedure for requesting exceptional leave of absence

Applications for leave of absence for extremely exceptional circumstances should be made in the first instance, on the Leave of Absence form (see school website or school office). Every request will be considered on its merits and must be for the minimum period possible. In some circumstances the Headteacher may arrange a meeting to discuss the application or request further information.

Absences from school will not be authorised for:

- Holidays
- Birthdays
- Shopping
- Looking after family members
- Visiting relatives

- Holidays ‘accidentally’ booked by relatives
- Financial Reasons (Cheaper holidays during term time)

The Governing Body will consider leave for the following applications:

1. Approved sporting activities, recognised examinations (e.g. dance music or LAMDA) or recognised productions/festivals with an official letter/invitation
2. A visit to a new school if a pupil is changing school mid-year due to moving house.

3) Family circumstances may be authorised for the following:

- close family weddings
- close family funerals
- the graduation ceremony of a parent or sibling
- severe illness of a close family member
- severe family crisis
- service personnel embarking or returning from a tour of duty abroad

NB. Definition of close family is: mother, father, brother, sister, grandfather, grandmother. This applies to Looked after children in the same way for birth and foster families

Medical evidence will usually need to be provided for absences e.g. appointment screenshot or having sight of prescription medicines.

The school’s policy is that homework is not given unless absence is due to long term illness or other unavoidable circumstance.

Leave of Absence Application

Name of Child/ren:

Year/s

I am applying for leave of absence from school from:.....to

Number of days this will incur.....

I have read and understood the Leave of Absence procedure. I also understand that Penalty Notice Fines will be issued for unauthorised holidays.

Parent/Carers Signature

Reason for absence (Please continue on separate sheet if necessary)