



Parish C of E Primary School
Charles Street St Helens WA10 1LW
Telephone/Fax: 01744 678430
email: parish.sthelens@ldst.org.uk
Executive Head Teacher: Mrs J Young



Application for Leave of Absence during term time

Please be aware that Parish have adopted the use of Penalty Notices in line with The Education (Penalty Notices) (England) (Amendment) Regulations 2024, regarding the issuing of Penalty Notices for unauthorised absence from school. From August 2024, the law was changed regarding holidays in term time. The Headteacher can only grant leave of absence in **EXCEPTIONAL CIRCUMSTANCES**.

Parents applying to remove their child from school during term time must give advance notice and should provide evidence to support the application. The Headteacher will consider authorising or unauthorizing the absence.

Name of pupil(s)	Year group
Name of all parent/carers	Relationship
Addresses of each parent (if different from child)	
Phone numbers of each parent	

Date of Leave of Absence

From	To
Number of school days	

Please list your reasons including any exceptional circumstances for removing your child/ren from school during term time *(additional info overleaf)*;





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Please be advised: If you decide to take the leave of absence without authorisation from school and the unauthorised absence meets the LA Code of Conduct Penalty Notice criteria of 10 sessions absence (5 school days) within a 10 school week period, the Local Authority will now issue you with a Penalty Notice fine. Penalty Notice fines are £160 to be paid within 28 days, reduced to £80 if paid after 21 days. If unpaid after 28 days the fine is withdrawn. You are then at risk of prosecution for the original offence of failing to secure regular attendance at school (Section 4441 of the Education Act 1996). This offence carries a maximum fine of £1000. If a second Penalty Notice is issued to the same parent for the same child within a rolling 3 year period the fine will be £160 with no option to pay the lower rate of £80. A limit of 2 Penalty Notices can be issued to the same parent for the same child within a rolling 3 year period. At the 3rd or subsequent offence the Local Authority will consider a prosecution or other Attendance Legal Intervention.

Fines are issued individually to each parent for each child.

Levels of attendance

90% attendance = **Persistent Absentee (PA)** pupils are identified as persistent absentees if they miss 10% or more of their own possible sessions.

90% - 92% = **At Risk of becoming a Persistent Absentee (PA)** pupil. If your child's attendance reaches this level you will have been made aware of this fact. You may have received home visits or letters from the school regarding this low level of attendance.

92% - 94% = **Needs Improvement** If your child's attendance reaches this level you need to engage with the school to introduce strategies to improve your child's attendance and to prevent further absences.

94% - 95% = **Satisfactory**

95% - 96% = **Good Attendance**. It is expected that most children should reach this level of attendance.

If you would like to discuss this letter or you would more information on Penalty Notice fines, please contact (Insert the name of the school and the contact number) or the Education Welfare Service on 01744 673356, or email fixedpenaltyattendance@sthelens.gov.uk

I understand that the absences applied for may be recorded as unauthorised absence on my child/ren's attendance record and that if I go ahead with an unauthorised absence I may be subject to the procedures listed above.

Signed.....

Date.....





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