



Warmingham CE Primary School
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Request for Leave of Absence During Term Time

At Warmingham CE Primary School, we believe that every day in school matters. Regular attendance supports children to flourish academically, socially and emotionally, helping them to build friendships, develop confidence and make the most of every learning opportunity.

We understand that family commitments and special events arise from time to time. However, all schools are required to follow national attendance regulations and Department for Education guidance. In line with DfE and the Diocese of Chester Academies Trust (CDAT) Attendance Policy, family holidays, short breaks and leisure trips taken during term time will be recorded as unauthorised absence and will not be authorised by the school.

All requests for absence during term time must be made in writing using this form and submitted at least 20 school days before the proposed absence wherever possible.

Leave of absence will only be granted in exceptional circumstances. These are rare, significant and unavoidable situations that could not reasonably be arranged outside of school term time. This may include:

- A significant family event, such as the wedding of a close family member.
- A genuine once-in-a-lifetime event or invitation.
- Religious observance requested in advance.
- Other exceptional circumstances where there is no reasonable alternative to the absence taking place during term time.

A request for leave of absence must be submitted for all planned term-time absences, regardless of whether parents believe the absence will be authorised or unauthorised. This ensures that the school has accurate attendance records and that parents are fully informed of the potential consequences of any unauthorised absence.

Each request will be considered individually by the Headteacher and supporting evidence will be requested. Please note that submitting a request does not guarantee that leave will be authorised.

Important Information Regarding Unauthorised Absence

Under the national framework, the school may refer cases to the Local Authority for consideration of a Penalty Notice where a child accumulates 10 unauthorised sessions (equivalent to 5 school days) within a rolling 10-school-week period. These sessions do not need to be consecutive and may include unauthorised leave during term time, unauthorised lateness or other unauthorised absences. Penalty Notices are issued per parent, per child in accordance with national and local authority guidance.

Request for Leave in Exceptional Circumstances

Name of Child:	
Class:	
First Day of Absence:	
Last Day of Absence:	
Number of Sessions:	
Reason for Request:	
Name of Parent:	
Signed:	
Date:	
Name of Parent:	
Signed:	
Date:	

For School Use

Date Received:	
Authorised:	YES / NO
Number of unauthorised sessions arising from this absence:	
Will this absence result in the pupil reaching 10 or more unauthorised sessions within a rolling 10-school-week period?	YES / NO
Penalty Notice referral threshold met?	YES / NO
Have either parent(s) previously been issued with a Penalty Notice for this child within the last 3 years?	YES / NO
Signed by Headteacher:	
Date:	

ATTENDANCE

WHAT THE NEW RULES MEAN FOR ME

1

I'm a single parent of one child and we want to go on holiday for a week.

Your holiday will not be authorised and you must talk to the school before you book anything.

Because your child will miss 5 school days you will be given a penalty notice fine.

The fine is £160 but if you pay it in 21 days it will be reduced to £80.

£160



2

FOR EVERY CHILD A PENALTY IS GIVEN.



+ £160

+ £160

+ £160

+ £160

4 children & 1 parent = £640

Reduced to £320 if paid in 21 days

IRREGULAR ATTENDANCE

10 IN 10

5

If your child is absent for 10 or more sessions in 10 weeks and their absences are unauthorised. The school will consider prosecution.

1 Day = 2 Sessions

3

FOR A FAMILY OF TWO PARENTS



+ £160

+ £160

+ £160

+ £160

**4 children & 2 parents =
£1280**

Reduced to £640 if paid in 21 days

4

If in any period of not more than 3 years, your child has a 2nd and 3rd leave of absence or pattern of irregular attendance...

2ND TIME

2 parents and

1 child = £320

2 children = 640

3 children = 960

4 children = 1280

No discount for early payment



3RD TIME

A penalty notice fine will not be given. Instead, your case will be taken to court.

A magistrate can fine each parent £2500 for each child

1 parent & 4 children = £10,000

2 parents & 4 children = £20,000