

REQUEST FOR LEAVE OF ABSENCE FORM



**** Please refer to the National Framework for Penalty Notice Reminder overleaf ****

Name of School ST BEDE'S CATHOLIC PRIMARY SCHOOL	
Name/s of Child/ren	Year Group/s
Do you have any other children in other schools? If yes please write name of child/ren and school.	
State reason for absence	
First day of absence	Total number of school days missed
Return date to school	
Signature (parent/carers)	Date
Signature (parent/carers)	Date
FOR SCHOOL OFFICE USE ONLY	
Current Attendance	%
Previous Years Attendance	%
Headteacher's Decision:	
Authorised Absence	Unauthorised Absence
Reason for Authorised or Unauthorised Absence	
Signed (Headteacher)	Date
Copied to Parents (Date)	Register Code
LA informed of absence/fixed penalty requested	Yes/No

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UPDATED NATIONAL FRAMEWORK FOR PENALTY NOTICES FOR SCHOOL ATTENDANCE (Aug 2024)

A **penalty notice** is an out of court settlement intended to cause improved attendance without the need for a criminal prosecution.

The National Framework aims to:

- **Improve consistency in the use of penalty notices across England** using a new national threshold at which they are considered.
- **Improve the deterrent effect of a penalty notice** by increasing the amount and introducing a new national limit of 2 penalty notices within a 3 year period.

The National Framework states:

- A single consistent national threshold for a penalty notice must be considered of 10 sessions (equivalent to 5 school days) of unauthorised absence within a **rolling 10 school week period** and **monitored over a rolling three year period**.
- The three-year period begins from the date of the first penalty notice issued.
- A penalty notice can be made up of a combination of any type of **unauthorised** absence e.g. 4 sessions (2 days) of holiday taken in term time plus 6 sessions of arriving late after the register closes, all taken **within any 10 school week period**.
- Unauthorised absence sessions can be consecutive e.g. 10 sessions (5 days) of holiday in one week or sporadic e.g. 6 sessions of unauthorised absence in 1 week and 1 per week for the next 4 weeks). **The 10 school week period may span different terms or school years.**
- 'Notice to Improve' support is appropriate to provide a final opportunity to engage with families to prevent a penalty notice being issued.
- **The first penalty notice issued to the parent for that pupil will be charged at £160 if paid within 28 days reducing to £80 if paid within 21 days. (this is less than an inflationary rise since 2013)**
- **Where it is deemed appropriate to issue a second penalty notice to the same parent for the same pupil within 3 years of the first notice, the second notice is charged at a flat rate of £160 if paid within 28 days.**
- **A third penalty notice must not be issued within a 3 year period.** Therefore, in cases where the threshold is met for a third (or subsequent) times within those 3 years, a penalty notice cannot be issued and alternative action should be taken instead. **This will often include considering prosecution**, but may include other tools such as one of the other attendance legal interventions.