

REQUEST FOR AUTHORISATION OF TERM-TIME ABSENCE



Please read the following information before completing your form:

The Education Regulations 2013 came into force on 1 September 2013 and made it clear that head teachers may not grant any leave of absence during term time unless ‘exceptional circumstances’ prevail. Head Teachers are only empowered to approve a leave of absence when it is requested in advance by the parent or carer with whom the child resides and when circumstances of the requested leave are ‘exceptional’. Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance during term time.

We are now required that should you still choose to take a leave of absence with your child, the Local Authority will be informed as this will constitute an unauthorised absence. A Fixed Penalty Notice (FPN) will then be issued in accordance with section 444 of the Education Act 1996. The law stipulates that the current penalties payable by parents are £160 if paid within 28 days reducing to £80 if paid within 21 days **per parent/carer per child**.

You should be aware that the National Framework for Penalty Notices introduced a new national limit of 2 penalty notices that can now be issued to a parent for the same child within a rolling 3 year period. If a second Fixed Penalty Notice is issued to the same parent for the same child, within three years of a first Fixed Penalty Notice, the second Fixed Penalty Notice is charged at a flat rate of £160 if paid within 28 days. If an unauthorised leave of absence is taken for a third time (or subsequent times) within 3 years of a first FPN being issued, another tool will need to be considered such as prosecution or other attendance legal interventions.

If a fixed penalty notice is issued to you and is not paid, this could lead to you being prosecuted in the Magistrates’ Court. Please see Cheshire West and Chester Council’s code of conduct that can be found on the council’s webpage:

[Cheshire West School Attendance](#)

NAME OF CHILD: **YEAR:**

ABSENCE DATES – FROM: **TO:** **(inclusive)**

TOTAL SCHOOL DAYS TO BE ABSENT

The reason that this absence is being requested during term-time is because:

.....
.....

Signed:(Parent/Carer)

Date:

NAMES OF BROTHERS/SISTERS IN OTHER SCHOOLS:

NAMES:

Any requests for term time absence will be responded to with a formal letter of notification.