



## REQUEST TO MISS LEARNING

**EVERY DAY COUNTS**  
**GOOD ATTENDANCE IN SCHOOL = GOOD PROGRESS**

Attached is an application form for you to request permission for your child to be absent from school. Before completing the application form, please read these notes carefully:

**Under DfE regulations and guidance schools are no longer allowed to authorise leave of absence for family holidays.**

[https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working\\_together\\_to\\_improve\\_school\\_attendance\\_-\\_August\\_2024.pdf](https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working_together_to_improve_school_attendance_-_August_2024.pdf)

Any leave of absence requests will now be subject to a penalty notice being issued on the fifth consecutive day of absence where the absence relates to a holiday in term time.

May I therefore ask that you respect these regulations under which we must work and note therefore that I cannot grant any leave of absence for students during term time unless there are exceptional circumstances. Should you consider that your request meets the exceptional circumstances, you will need to make a clear case and if appropriate, offer evidence to substantiate your submission. Please note we will be monitoring requests over time and recording the reasons.

Any requests for leave must be submitted using the 'Request to Miss Learning' Form at least four weeks before the intended absence to allow for the issue to be considered fully and carefully. Further details are available from the School Office.

Any absence which is unauthorised will lead to the issue of a Penalty Notice or a summons for irregular school attendance. These are issued on a three-year rolling basis with first and second offences resulting in fines, and the third offence resulting in a court summons.

Having read these notes, if you still wish to apply for a leave of absence during term time then please complete the application attached. This form should be returned to school as far in advance of the proposed absence as possible.

Please see the following documents for further details.

Westdale Infant School Attendance Policy on our school website –

<https://www.westdaleinfants.com/policies/>

DfE Guidance – School Attendance Parental Responsibility Measures (August 2024) -

[https://assets.publishing.service.gov.uk/media/5a80ce9740f0b623026959aa/School\\_attendance\\_parental\\_responsibility\\_measures\\_statutory\\_guidance.pdf](https://assets.publishing.service.gov.uk/media/5a80ce9740f0b623026959aa/School_attendance_parental_responsibility_measures_statutory_guidance.pdf)

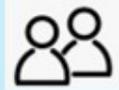
# Westdale Infant School

Penalty Notice Fines for school attendance are changing.

With the introduction of the new National Framework for Penalty Notices, the following will come into place at Westdale Infant School from Monday 4<sup>th</sup> November 2024.



## PER PARENT, PER CHILD.



Penalty Notice Fines will now be issued to each parent, for each child that was absent.

For example: 3 siblings absent for Term Time Leave would result in each parent receiving 3 separate fines.

## 5 consecutive days of term time leave

Penalty Notice Fines will be issued for Term Time Leave of 5 or more consecutive days.

## 10 sessions of unauthorised absence in a 10-week period

Penalty Notice Fines will be considered when there are 10 sessions of unauthorised absence in a 10-week period. A school day is made up of 2 sessions- morning and afternoon.

## First Offence

The first time a Penalty Notice is issued for Term Time Leave or irregular attendance, the amount will be: £160 per parent, per child paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days.

## Second Offence (within 3 years)

The second time a Penalty Notice is issued for Term Time Leave or irregular attendance, the amount will be: £160 per parent, per child paid within 28 days.

## Third Offence and any other offences (within 3 years)

The third time an offence is committed for Term Time Leave or irregular attendance, a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Fines can be up to £2500 per parent, per child.

\*Cases found guilty can show on a parent's future DBS certificate due to 'failure to safeguard a child's education'.





# WESTDALE INFANTS

## REQUEST TO MISS LEARNING

Pupil's Name ..... Class name: .....

Home Address .....  
.....

I wish to apply for my child to be absent from school during the following dates:

Date of LAST DAY AT SCHOOL ..... Date of Return to School .....

Total number of school days missed .....

Could you please explain the circumstances that make it necessary to have absence during term time?

.....  
.....

Do you expect to be requesting any more term time absence this academic year?

.....  
.....

*I understand that holidays during term time will be treated as unauthorised and will lead to the issue of a Penalty Notice or a summons for irregular school attendance.*

Name of Parent/Carer making application .....

Signed .....

Date .....

✂ -----

### Absence from School during Term Time

Child's Name \_\_\_\_\_ Class \_\_\_\_\_

Days of Absence from School \_\_\_\_\_

Authorised

Unauthorised

Headteacher's signature:

Mrs Lewis (Headteacher)  
Mrs Sawford (Deputy Headteacher)