



Alwyn Infant School, Mulberry Walk, Maidenhead, Berkshire, SL6 6EU

Request for Exceptional Leave Form

Please be aware that term-time holidays/unauthorised absences of 5 or more consecutive days or 5 non-consecutive days within a 10 week period will result in a fixed penalty notice from the Local Authority.

For further information refer to the poster overleaf or the Alwyn website.

Name of pupil:

Class:

Date of leave of absence from _____ **to** _____

Number of school days absent:

Exceptional Reason for Absence:

Signed _____ **Name** _____

Date:

For School Use: Code to be applied:

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For the Headteacher:

Name:

Class:

Date/s requested:

Current Attendance %

Last Year's Attendance %

Exceptional reason accepted **YES / NO**

The absence has been authorised / unauthorised

Unauthorised absence may result in a fixed penalty fine. See website for further details.

Completed by:

Date:



Penalty Notice Changes

With the introduction of the new National Framework for Penalty Notices on 19th August 2024 there are significant changes in the way that Penalty Notices are to be issued and an increase in the charges associated with them. These are nationwide changes implemented for consistency across all Local Authorities.

Term Time Leave is only allowed in exceptional circumstances communicated in advance with evidence provided as soon as possible to the Headteacher.

First Offence

For the first time a Penalty Notice is issued for unauthorised term time leave or irregular attendance the amount will be;

- £160 per parent per child paid within 28 days.
- Reduced to £80 per parent if paid within 21 days.



Please ensure that you communicate all absences for your child to school

Second Offence

Within 3 years of the first offence. The second time a Penalty Notice is issued for unauthorised term time leave or irregular attendance the amount will be;

- £160 per parent per child paid within 28 days.
- No reduction for early payment.

Third Offence Onwards – Within 3 years of the first offence

The third time an offence is committed for unauthorised 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 around £2500 per parent, per child. Cases found to be guilty in the magistrate's court can show as a criminal record.

Notices to Improve

A Notice to Improve is a final opportunity for a parent to engage in support and improve before a penalty notice is issued. If the national threshold has been met and support is appropriate but offers of support have not been engaged with by the parent or guardian or have not worked, a Notice to Improve should usually be sent to give parents or guardians a final chance to engage in support. A Notice to Improve does not need to be issued in cases where support is not appropriate and an authorised officer can choose not to issue one in any case, including cases where support is appropriate but they do not expect a Notice to Improve would have any behavioural impact (because the parent has already received one for a similar offence).

If sufficient improvement is not made following the service of a Notice to Improve, a penalty notice may be issued either during or at the end of the designated time period.

Don't forget.

Penalty Notices are issued Per Parent, Per Child.
For example 3 siblings absent would result in each parent receiving 3 fines. This could amount to £960

DfE Blog for Parents

<https://educationhub.blog.gov.uk/2024/02/29/fines-for-parents-for-taking-children-out-of-school-what-you-need-to-know/>

10 sessions in 10 weeks

Penalty Notices will be considered for any 10 sessions of unauthorised absence in 10 weeks.
5 Consecutive days of term time leave can trigger a Penalty Notice