



All schools **by law** must follow the Department for Education’s statutory guidance relating to school attendance. They must use the appropriate national attendance, G attendance code, and follow the criteria set out within the guidance. The statutory guidance states:

- A leave of absence **must not be granted unless there are exceptional circumstances and must be requested in advance**
- A leave of absence must be requested **in advance** by a parent who the pupil normally lives with
- Schools must judge **each application individually**, considering the specific reasons, circumstances and relevant background context behind each request
- Where a leave of absence is granted, **the school will determine the number of days a pupil can be absent from school**
- **A need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance**
- A school **cannot** grant a leave of absence retrospectively. If the parent did not apply in advance, the leave of absence should not be granted
- Where this guidance refers to a parent, the school and/or local authority will need to decide which adult(s) is most appropriate. Generally, parents includes all natural parents, whether they are married or not; all those who have parental responsibility and those who have day to day responsibility for the child

Attendance Matters at Haven High. Taking your child out of school during term time could be detrimental to their educational progress. Parents should be aware that:

- Requests for leave of absence from school during term time should be made **at least 20 school days (4 school weeks) in advance** of the leave commencing, but completing the form below
- The child’s current attendance, their attendance in previous years and previous unauthorised absences will be considered alongside the reasons for this leave in deciding if the leave will be authorised
- If the absence is not authorised and the leave is taken, schools may refer to the Local Authority for legal action. Please find below information regarding Penalty Notice Fines for School Attendance.

National Threshold
A national threshold for when a Penalty Notice must be considered by ALL schools in England, this is: <ul style="list-style-type: none"> • 10 sessions (usually equivalent to 5 school days) of unauthorised absence within 10 school weeks • These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence • The 10-school week period can span different terms or school years
First Offence
The first time a Penalty Notice is issued for unauthorised absence, the fine amount will be: £80 per parent, per child if paid within 21 days . This will increase to £160 per parent, per child , payable between the 22 nd and 28 th day. If unpaid after 28 days, the case progresses to Magistrates Court.
Second Offence (within 3 years)
The second time a Penalty Notice is issued for unauthorised absence, a reduced rate is not available: £160 per parent, per child – payable within 28 days. If unpaid after 28 days, the case progresses to Magistrates Court.
Third Offence and Any Further Offences (within 3 years)
The third time an offence is committed, a Penalty Notice WILL NOT be issued, and the case will be presented straight to the Magistrate’s Court <ul style="list-style-type: none"> • Prosecution can result in criminal records and finest of up to £2,500 • Cases found guilty in a Magistrates Court can show on the parent’s future DBS certificate (Disclosure and Barring Service) due to a ‘failure to safeguard a child’s education’



Form must be completed by a parent or guardian and given to school least 20 school days prior to the leave

Pupil's Full Name	
Pupil's Date of Birth	
School	Haven High Academy
Year Group	
Form	
Pupil's full address and postcode	

First date of absence	
Last date of absence	
Date of return to school	
Number of school days absent	

Please be aware, as per the attendance policies of Haven High and Lincolnshire County Council, that the law requires parents to seek permission from the head teacher to take their child out of school during term time.

The law states permission can only be granted if:

1. An application has been made in advance by the parent the child normally lives with; and
2. There are exceptional circumstances.

Please also note that, if on the rare occasion circumstances are deemed exceptional by the head teacher, the duration your child is permitted to be away from school may only be determined by the head teacher.

Reason for request including why you believe your circumstances to be exceptional (Further details may be attached to this form)

Full name of person making request	
Relationship to child	
Full address and postcode (if different from child's)	
Signature	
Date	