



BRINKWORTH EARL DANBY'S CE PRIMARY SCHOOL

Serving the communities of Brinkworth and Dauntsey

Headteacher: Mrs A Walch

Believe to Achieve! *"Roots will grow down into God's love and keep us strong"* EPH 3:17

EXCEPTIONAL CIRCUMSTANCES LEAVE OF ABSENCE REQUEST

Taking your child out of school during term time may harm your child's academic progress.

Absences may only be authorised at the discretion of the Headteacher in EXCEPTIONAL circumstances.

Circumstances which are notified to the school or Local Authority **after** a decision has been made by the Headteacher will not be considered. Therefore, please be certain to provide details of the exceptional circumstances relating to your application below and attach any supporting evidence.

Please read the attached Local Authority leaflet which explains Penalty Notices issued for unauthorised Leave of Absence during term time.

Name of Child(ren) and Class(es)	
Date of First Day of Absence	
Last Day of Absence	
Date of Return to School	
Number of Days requested	

Exceptional Circumstances (reason) for Leave of Absence during term time:

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Parent/Carer Signed Date

For school use:

Attendance%:

Total sessions pupil absent this academic year:

Total unauthorised absence this year:

Request authorised: Yes/No

Teacher informed – Yes/No

Letter entered on SIMS – Yes/No

Register updated – Yes/No

Please be aware an absence record of 85% and below will be reported to the Education Welfare Officer.

PENALTY NOTICES FOR ABSENCE FROM SCHOOL - EDUCATION ACT 1996 **Information for Parents and Carers - With effect from 19 August 2024**

The Education Act 1996

Section 444A and section 444B of the Education Act 1996 give powers to the local authority (LA) to issue penalty notices where the parent/carer is considered capable of but unwilling to secure an improvement in their child's school attendance.

Why are Penalty Notices used?

Reducing pupil absence from school is really important.

Missing school reduces a pupil's educational attainment chances.

Absence from school makes a child more vulnerable to anti-social behaviour and other crime.

A child is less likely to get a job or training when s/he leaves school if they have been regularly absent from school.

What is a Penalty Notice?

A penalty notice is an alternative to prosecution and is used to try and improve a pupil's school attendance without the need to appear in court.

If the fine is paid, a parent or carer cannot be fined or prosecuted again for the period covered by the penalty notice.

Penalty notices are issued to each parent for each child and payment is required for each penalty notice issued

Who issues them?

The Local Authority through the Education Welfare Service, by post to your home.

What are the costs?

If this is your first penalty notice then payment of £160 is required within 28 days of receipt of the penalty notice; this sum is reduced to £80 if paid within 21 days. If this is the second penalty notice to be issued to you in respect of the same child within 3 years of the first penalty notice, payment of £160 is required within 28 days of receipt of the penalty notice. If the penalty notice is not paid in full within 28 days the LA is required to start proceedings in the Magistrates' Court for your child's poor school attendance. If you plead guilty, or are found guilty, the courts have a wider range of options which could include a maximum fine of £1000. In addition, a Parenting Order could be imposed.

Can I be prosecuted if I pay the penalty notice but my child is still missing school?

Not for the period included in the penalty notice – payment discharges your liability in this respect.

However, legal proceedings might be considered for further periods of poor attendance not covered by the penalty notice.

When are they used?

- When a parent/carer continually fails to provide a reason for a pupil's absence in accordance with school's procedures
 - Following notification from a school to the LA that a pupil has had an unauthorised leave of absence
 - When a pupil is referred to an Education Welfare Officer and fails to achieve the required improvement in attendance
- In most cases a pupil will have had a minimum of 10 school sessions (5 school days) of unauthorised absence during a 10 week period before a penalty notice is considered.

Unauthorised absence is where the school has not given permission for the absence or where no justifiable reason has been given to the headteacher or when a child does not register either in the morning or the afternoon before the school register is closed.

Why have I received this leaflet?

Either – you have received a Notice to Improve School Attendance warning of the possibility of a penalty notice being issued as your child has had at least 10 sessions of unauthorised absence within a 10 week period.

Or – your child has unauthorised absence which has not been agreed by the school but support is not deemed appropriate (e.g. for a family holiday). You will not have received a Notice to Improve School Attendance in this situation.

What can I do now?

- If you have been issued with a Notice to Improve School Attendance due to unauthorised absence, you should make sure that your child does not have any more unauthorised absence from school.
- You should make contact with the school and arrange to discuss the support available to help improve your child's attendance

Can I get help if my child is not attending school regularly?

Yes, talk to your child's school. The Education Welfare Service may also help EWS@wiltshire.gov.uk