

Parkfield Primary School

Parkfield Road, Taunton, Somerset, TA1 4RT

Headteacher: Mr Gareth Jones

Telephone: (01823) 282125

Email: office@parkfieldschool.co.uk

Website: www.parkfieldschool.co.uk



Term Time Absence Request Form

Please return this form to school **at least 2 weeks** in advance of your proposed absence.

If the school refuses your request and the child is still taken out of school, this will be recorded as *unauthorised absence* and noted on your child's attendance record.

Pupil's full name	Year	Class

A request to be authorised as being absent from school from/...../..... to/...../..... (inclusive)

Number of school days which will be missed (do not include weekends or school holidays)

Please give details:

Parent/Carer:Signature:.....Date:

Have you requested absence in term time during the last two school years? **YES / NO** (Please delete as applicable) If **YES**, how many school days have been missed?

..... **Office use only**.....

Pupil's Overall Attendance			
2025 - 2026		2026 - 2027	
Authorised		Authorised	
Unauthorised		Unauthorised	

Leave Authorised		Leave NOT Authorised	
Headteacher: Gareth Jones			
Signature:			
Date:			

We take child protection extremely seriously at our school. If you have a concern, you can speak to any of the school's designated and trained Child Protection officers: **Mrs Mitchell, Mrs Bowkett or Mr Jones**. Alternatively, you can ring Children Social Care on: **0300 123 2224** or email **childrens@somerset.gov.uk**

Important Changes in Attendance Regulations

The School Attendance (Pupil Registration) (England) Regulations 2024 and the Department for Education's statutory guidance, *Working Together to Improve School Attendance*, make clear that Headteachers should not grant leave of absence during term time unless exceptional circumstances apply

In exceptional circumstances, when leave of absence is granted, the Head teacher will determine the number of school days a student can be away from School.

Parents should not plan for their child to be absent from school without gaining prior agreement. Requests for a planned leave of absence under exceptional circumstances should be made at least four weeks in advance of the start date of the requested absence, by completing the Leave of Absence Request Form. The Headteacher cannot retrospectively authorise a planned absence.

The following will NOT be deemed to be exceptional circumstances:

- ✗ Family holiday
- ✗ Availability of less expensive holiday
- ✗ Availability of holiday accommodation
- ✗ Overlap with the beginning or the end of a term or a half term

In deciding whether to allow parents/carers to take children out of school in term time, the Head teacher will consider factors such as:

- ✓ Purpose of absence
- ✓ Circumstances of the request
- ✓ Amount of time requested
- ✓ Formal Assessment/s
- ✓ Overall attendance record
- ✓ Any previous term time absences

Parents and carers should notify the school promptly of any absence due to illness and provide clear information regarding the reason for the absence. Where absences are frequent or prolonged, the school may request medical evidence and will work with families to identify any support that may be required to improve attendance

Any time away from school can have a significant impact on educational attainment, success in later life and longer-term health and well-being. In law, parents and carers are committing an offence if they fail to ensure the regular and punctual attendance of their child at school.

Under the Anti-Social Behaviour Act (2003) the local authority and schools have statutory powers to tackle poor school attendance and/or unauthorised absences. An unauthorised absence is any absence that the Head teacher has not given permission for or where an explanation has not been provided by the parent. Under the national framework introduced on 19 August 2024, a Penalty Notice must be considered where a pupil has accrued 10 sessions (equivalent to 5 school days) of unauthorised absence within a rolling 10-school-week period. These absences do not need to be consecutive

Penalty Notices are issued to each parent for each child. The current charges are:

- First Penalty Notice: £80 if paid within 21 days, rising to £160 if paid within 28 days.
- Second Penalty Notice (for the same child within three years): £160.
- Third offence within three years: A Penalty Notice will not normally be issued and alternative legal action may be considered.

Where prosecution is pursued through the courts, parents may be subject to a fine of up to £2,500. From August 2024, the fine for school absences across the country will be £80 if paid within 21 days, or £160 if paid within 28 days.

Attendance below 90% is classed as persistent absence. Where unauthorised absences continue and support has not improved attendance, the Local Authority may consider legal intervention, including the issue of a Penalty Notice where the national threshold is met.

Where an absence is considered to be completely unavoidable, a term time leave request form is available from the office which must be completed and returned to the school office as far in advance as possible.

Somerset County Council will be supporting all schools in ensuring the law is upheld.

If you have any concerns about the contents of this reply, please contact the school's Education Attendance Officer at SCC, County Hall, Taunton, Somerset. TA1 4DY