



### Hallbrook Primary School Leave of Absence Request for Pupils

This application must be made in advance and must only be completed by the parent/carer with whom the pupil normally resides. Applications for term-time holidays, including occasional family days out, will be unauthorised and further action may be taken. Please refer to the school's 'Attendance Policy' for further details.

Pupil Name	Year group/class
Details of Absence Request	
Date(s) of Absence	
Parent/Carer Signature	Date Requested (must be in advance of date of absence)

#### Working Together to Improve School Attendance Guidance

As you may be aware from **Monday 19th August 2024** the WTISA guidance will become statutory. Under that guidance new regulations will come into force regarding unauthorised leave of absence from school. The aims of the changes are explained by DfE as follows:

- o Make penalty notices more effective by ensuring they are only used in cases where they are the most appropriate tool to change parental behaviour and improve attendance.
- o Prioritise the support first approach by expecting support to be used in cases where it is appropriate and using penalty notices in cases where support is not appropriate (e.g., a term time holiday) or support has not been engaged with.
- o Improve consistency in the use of penalty notices across England by introducing a new national threshold of 5 days of unauthorised absences in a 10-week period.
- o Improve the deterrent effect of a penalty notice by increasing the amount of the fine and introducing a new national limit of 2 penalty notices within a 3-year period to break cycles of repeat offending.

LCC's code of conduct on Penalty Notices is currently being amended to reflect the change in regulations and it will be shared with schools and the police for feedback as soon as possible.

In the meantime, in preparation for the changes, LCC would recommend to all schools that they amend all references to Holiday PNs in forms, letter templates, newsletters, websites etc to include the following text which will provide a warning about the upcoming changes:

**"For unauthorised leave of absence from August 2024**, Penalty Notices will increase to £160 per parent per child (discounted to £80 if paid within 21 days). If there is occasion to issue a second Penalty Notice for unauthorised leave of absence within a rolling 3-year period, it will be issued at the higher rate of £160 per parent per child, with no opportunity to pay at the lower level. A Penalty Notice cannot be issued if there is a third occasion of unauthorised leave of absence in the rolling 3-year period and it is highly likely that the local authority will take direct prosecution action in the Magistrates' Court.

If your child has unauthorised leave of absence of 5 days of more **prior to the end of the summer term in 2024** it is likely you will be issued with a Penalty Notice of £120 per parent per child (discounted to £60 if paid within 21 days."

For Office Use Only:

Authorised/Unauthorised	Reason if authorised
Attendance Improvement Officer (Y/N)	% attendance (previous)    % attendance (current)
Absence Code	Head Teacher's Signature