



Request for absence

Requests for Absence During Term Time

Parents should ensure that their child attends school regularly. A pupil may only be absent from school where there is an authorised reason for absence. Where a parent wishes to request leave of absence during term time, permission must be sought from the school in advance.

Leave of absence for a family holiday will not normally be granted. The Headteacher may grant a leave of absence where exceptional circumstances apply. Each request will be considered individually, taking account of the specific facts and circumstances of the request. Current government information is clear that holidays are generally not considered exceptional circumstances. GOV.UK

Requests for pupil leave of absence during term time should be made in advance and before arrangements are confirmed or money is committed.

Parents/carers should provide sufficient information to enable the Headteacher to consider the request. Where appropriate, the school may ask for reasonable supporting information or evidence.

For safeguarding purposes, parents/carers should also provide:

- contact details for the parent/carer during the period of absence, including a telephone number and email address;
- the location of the pupil during the proposed absence;
- the proposed dates of absence and expected date of return;
- the reason for requesting the leave of absence; and
- any supporting information or evidence requested by the school where this is reasonable and relevant to the circumstances.

Before deciding whether to authorise the requested leave of absence, the Headteacher will consider each application individually, taking account of the specific facts and circumstances and relevant background context.

The school may take into consideration:

- the pupil's attendance record and the effect the proposed absence may have on attendance;
- the impact of the absence on the pupil's learning and progress;
- whether the absence falls during important periods of learning, assessment or transition;
- the nature and circumstances of the request and whether these amount to exceptional circumstances; and
- any relevant individual circumstances relating to the pupil and family.

A decision made in relation to one request does not create a precedent for future requests.

Leave of absence cannot be granted retrospectively. If leave is taken without permission having been granted in advance, the absence will be recorded using the appropriate attendance code and may be unauthorised.

Where leave of absence is granted, the Headteacher will determine the number of school days for which the pupil may be absent.

Unauthorised absence and Penalty Notices

Where an absence is unauthorised, a Penalty Notice may be considered in accordance with the National Framework for Penalty Notices and Swindon Borough Council's local Code of Conduct.

The national threshold for considering a Penalty Notice is 10 sessions of unauthorised absence within a rolling period of 10 school weeks. The sessions do not have to be consecutive and may include a combination of different types of unauthorised absence. The 10-school-week period may span different terms or school years. GOV.UK

Reaching the national threshold does not mean that a Penalty Notice will automatically be issued. The individual circumstances of the case must be considered and the appropriate response determined. Swindon Hub for Education

Where a Penalty Notice is appropriate, Lainesmead Primary School and Nursery may request that Swindon Borough Council issue the notice. Penalty Notices are issued to each parent in respect of each child. Swindon's Code uses the statutory definition of "parent", which can extend beyond biological parents to people with parental responsibility or care of the child. Swindon Borough Council

For a first Penalty Notice issued to a parent in respect of a particular child within a three-year period, the fine is £160, reduced to £80 if paid within 21 days. A second Penalty Notice to the same parent for the same child within three years is £160, with no reduced rate. A third Penalty Notice cannot be issued to the same parent for the same child within that three-year period and other legal action may instead be considered. GOV.UK

Failure to pay a Penalty Notice within the required period may result in prosecution.

Parent/Carer Section (please complete one form for each child)

Information required	Parent/Carer response
Surname of child	
First name	
Date of birth	
Class	
Surname of parent/carers	
First name of parent/carers	
First day of requested absence	
Last day of requested absence	
Number of school days requested	
Reason for requesting leave of absence and details of the exceptional circumstances	
Location of pupil during absence	
Contact telephone number during absence	
Email address during absence	
Expected date of return to school	
Supporting information/evidence enclosed (where applicable)	

I understand that submitting this request does not mean that the absence has been authorised. If the request is not authorised and my child is absent from school, the absence will be recorded as unauthorised. Where the relevant criteria are met, Lainesmead Primary School and Nursery may request that Swindon Borough Council considers issuing a Penalty Notice. Penalty Notices may be issued to each parent in respect of each child. Failure to pay a Penalty Notice within the required period may result in prosecution.