EASTERN EDUCATION GROUP

Stanton Primary School

Nurture, Enjoy, Aspire, Achieve

Withdrawal from Learning Form

Every school day counts!

Please read the Local Authority information overleaf which explains Penalty Notices issued for unauthorised absence during term time. If your child goes on holiday in term time or takes leave of absence without prior permission from the school, the absences will be marked in the school register as an unauthorised absence and may result in a fixed penalty notice being issued. The Local Authority strongly encourages parents to take holidays or leave of absence for other reasons during the school holidays, rather than during term time. Schools are closed for 13 weeks a year it should not normally be necessary for children to miss school for these reasons. Any leave of absence requests should be made to the school and leave of absence granted in only the most exceptional circumstances.

Name of child	
Class	
Date of first day of absence	
Date of return to school	
Number of days requested	
Please state reason for absence being requested during term time	

Signature of Parent / Carer_____ Date_____

SCHOOL USE ONLY – Request for leave Authorised / Unauthorised

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PERMISSION SLIP (To be returned to parent/carer via your child)

Name of child:- _____ Class:- _____

Request for leave:- Authorised / Unauthorised **Penalty notice referral:- Yes / No**

Signature of Head teacher_____ Date_____

Penalty Notices for School Attendance from 19th August 2024

With the introduction of the National Framework for Penalty Notices issued by DfE, the following changes came into force for School Penalty Notices issued in Suffolk after 19th August 2024.

National Threshold

There will be a single consistent national threshold for when a penalty notice must be considered by all schools in England of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period.

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.

Please note

The DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

First Offence

The first time a Penalty Notice is issued for unauthorised absence the amount will be:
£160 per parent, per child paid within 28 days.
Reduced to £80 per parent, per child if paid within 21 days.

Second Offence (within 3 years*)

The second time a Penalty Notice is issued for unauthorised absence the amount will be:
£160 per parent, per child paid within 28 days.

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 could be presented straight to the Magistrate's Court. Prosecution can result in Criminal records and fines of up to £2,500
Cases found guilty in Magistrates' Court may show on the parent's future DBS certificate due to 'failure to safeguard a child's education'.

Per Parent*, Per Child Penalty Notices are issued to each parent*, for each child that was absent.
For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.

*Parent Section 576 of the Education Act 1996 defines "parent" as:
All natural (biological) parents, whether they are married or not.

- Any person who, although not a natural parent, has parental responsibility for a child or young person.
- Any person who, although not a natural parent, has care of a child or young person.

*based on a rolling 3 year period from the date of issue of first penalty notice