

Request for Leave of Absence from school during Term Time



Name of Pupil:	
Reason for Request:	
From:	
To:	
Parent:	
Signed:	
Date:	

Penalty Notices

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 underpin the new, tougher stance being taken by the government on unauthorised absence by removing the old entitlement to 'leave not exceeding 10 school days for the purpose of a holiday'.

Penalty notices can be used where a pupil's absence has not been authorised by the school. Despite the understandable financial advantages of term-time holidays, head teachers, however sympathetic, are not allowed to authorise any holiday leave. Littledown will issue a penalty notice.

The Fines

At the moment the penalty is £60 if paid 21 days of receipt, rising to £120 if paid after 21 days but within 28 days. The payment is made directly to the local authority, not to the school and head teachers should not accept payment from parents for penalty notices. Parents can be prosecuted only if 28 days have expired and full payment has not been made.

There is no right of appeal by parents against a penalty notice. If the penalty is not paid in full by the end of the 28 day period, the local authority must decide either to prosecute for the original offence to which the notice applies or to withdraw the notice.

AGREED/NOT AGREED

Signed:

Date:

T: 01753 521734
F: 01753 575338
E: post@littledown.slough.sch.uk
E: Haybrook@haybrookcollege.slough.sch.uk
W: www.littledownschool.co.uk
W: www.haybrookcollege.slough.sch.uk

Littledown School
Queens Road
Slough
Berks
SL1 3QW