



**IQRA PRIMARY SCHOOL Fernside, Off Wexham Road, Slough, SL2 5FF**

### **REQUEST FOR LEAVE IN TERM TIME**

Leave of absence in term time interrupts continuity of teaching and learning, disrupts the educational progress of individual children and creates disruption to classes. Iqra school believes in encouraging regular attendance with the aim of helping our pupils maintain this attitude throughout their school and work life.

This form should be completed and submitted to the Headteacher within 4 weeks of the start of the proposed leave fully explaining the circumstances. If there are extenuating circumstances, evidence will be required (i.e. medical certificate, death certificate, flight booking with booking date showing both outward and return dates and tickets). Evidence needs to be submitted before the leave is taken.

#### **Changes to Penalty Notices for Non School Attendance**

The Department for Education (DfE) will introduce a new National Framework for Penalty Notices on 19 August 2024, this is explained in more detail in [Working Together to Improve School Attendance 2024](#).

#### **Who is Liable for a Penalty Notice/Prosecution**

Penalty notices/prosecution are now issued/sought for each parent for each child (**per parent, per child**). Parent refers to anyone with parental responsibility and may include carers, step parents, grandparents or any other adult with parental responsibility.

**For Example: If a family with three children take term time leave of absence, each parent would receive three penalty notices of £160 for each child. This would amount to £960 if paid within 28 days, reduced to £480 if paid within 21 days.**

#### **First Offence**

The first time a penalty notice is issued for term time leave of absence or unauthorised absences the amount has increased to:

**£160 per parent, per child if paid within 28 days of being issued, this amount is reduced to £80 if paid within the first 21 days of being issued**

#### **Second Offence**

If a second penalty notice is issued for term time leave of absence or unauthorised absence within a three year period, there **will not** be a discount for early payment.

**The penalty notice is payable at the full amount of £160 within 28 days of the date of being issued**

#### **Third Offence/Any Further Offences Within a Three Year Period**

If there is a third instance of term time leave of absence or unauthorised absence, a penalty notice **will not** be issued.

Any further cases will be referred directly to Magistrates' Court for prosecution. Magistrates can impose a fine of up to £2500 per parent, per child.

**If a parent is found guilty of an offence, this is recorded as a criminal offence and will show on any DBS (Disclosure and Barring Service) checks as "Failure to Safeguard a Child's Education"**

**Reasons for Penalty Notices/Prosecution**

**Term Time Leave of Absence**

A school can apply to their local authority for a penalty notice if there are 5 or more days of consecutive absence due to term time leave.

**Unauthorised Absence**

A school may apply to their local authority for a penalty notice if there are 10 or more sessions of unauthorised absence in a 10 week period. These absences can be a combination of the following codes:

**G** - Term Time Leave of Absence

**O** - Unauthorised Absence - Failure to contact the school (unexplained absence) may result in an absence being recorded as unauthorised

**U** - Late After the Close of Registers

- Please note the school **DOES NOT** receive any revenue from penalty notices issued.
- A child losing their school place – parents would then be responsible for reapplying for a school place, with the local council, with no guarantee of a place back at the same school.
- For further information, Slough Borough Council Attendance Guide for Parents is available on:  
<http://www.slough.gov.uk/schools-and-learning/school-attendance.aspx>

**Transition, In year Admissions and Cross Border Checks**

All schools will have the ability to check for previous penalty notices/prosecutions issued within a three year period in their own local authority or any other local authority that the family has lived in at year 6 to 7 and 11 to 12 transition or for in year admissions.

**Please complete ALL the sections below**

Child's Full Name:		Class
Child's Full Name:		Class
Child's Full Name:		Class
Address:		
Period of Absence	From	To
Number of School Days Missed		
Return to School date		



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Mothers email:	
Fathers Email:	
Parents Name:	
Signature:	
Date:	

Please give a full explanation for this request. Please include any supporting evidence (i.e. **medical certificate, death certificate, flight booking with booking date showing both outward and return dates and tickets**). **Evidence needs to be submitted before the leave is taken.**

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**School Use Only:**

Thank you for your application to take leave during school term time. Please see below the outcome decision by the Headteacher

<b>Approved</b>  <hr/> <p>(absences will be recorded as authorised) Dr M. Maher, Headteacher</p>	<b>Declined</b>  <hr/> <p>(absences will be recorded as unauthorised) Dr M. Maher, Headteacher</p>
<b>Date:</b>	<b>Date:</b>

**Office Use Only:**

Attendance current year to date
Evidence Provided:    Yes/No