

Minerva Learning Trust Exceptional Leave Request

You may be aware that all schools and Local Authorities have been issued with guidance from the government to restrict the amount of term time leave absence for students. Minerva Learning Trust has updated its attendance policy in line with these changes.

The updated government guidance states that no school will grant any notification for leave during term time unless there are exceptional circumstances. Holidays taken during term time will therefore not be authorised. Any parent/carer planning to take their child on a holiday during term time, are asked to still complete the term time leave request form found overleaf.

The policy allows the Local Authority to consider legal action in the case of any instance of unauthorised absence from school. Section 444 of the 1996 Education Act states that all parents have a legal obligation to ensure that their children attend school regularly. Taking unauthorised term time holidays and/or persistent absence may make parents/carers liable for a Penalty Notice (which is a fine). Details of the fines, which will be processed by the relevant Local Authority, can be found below:

Per Parent, Per Child

Penalty Notice Fines will now be 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.

5 consecutive days of term time leave

Penalty Notice Fines will be issued for Term Time Leave of 5 or more consecutive days. Inset training days are school days and can be included in the 5 or more consecutive days where there was intent to be absent for term time leave.

10 sessions of unauthorised absence in a 10-week period

Penalty Notice Fines will be considered when there has been 10 sessions of unauthorised absence in a 10 week period.

First Offence

The first time a Penalty Notice is issued for Term Time Leave or Irregular Attendance 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 Term Time Leave or Irregular Attendance 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 for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Magistrates' fines can be up to £2500 per parent, per child.

Cases found guilty in Magistrates' Court can show on the parent's future DBS certificate, due to 'failure to safeguard a child's education'.

Exceptional Leave Request Form

Name of pupil(s) at this school: Information on sibling(s) in other schools: (name, D.O.B, name of school) Current address:	(please ensure school have correct details for all parents/carers) Name of Parent/Carer 1: D.O.B: Name of Parent/Carer 2: D.O.B: Address of Parent/Carer 2 if different to that of Parent/Carer 1:		
Dates of leave: From: <div style="text-align: center;">To:</div>			
Please provide detail below and the reason for the term time leave request: <div style="margin-left: 20px;"> 1. Exceptional leave during term time: Yes/No (If yes, please provide and attach additional information/evidence to explain) </div> <div style="margin-left: 20px;"> 2. Holiday in term time: Yes /No </div>			
Where will you be staying/visiting during the leave period? If staying with friends/relatives, please provide the full address and Emergency Contact Details (UK and Abroad). If taking a holiday, please provide the region and country of travel. UK: Overseas:			
I confirm that the information on this form is true. I agree to keep the school informed of any changes to my travel arrangements or if my child is unable to return to school on the due date. I am aware that if my child does not return to school by the date provided that he/she is at risk of losing their place at this school. <b style="color: red;">I am aware that I will be fined and/or prosecuted for any time which my child is absent from school that has not been authorised by the headteacher. <b style="color: red;">You will be informed within 10 school days of school receiving this form if your request has been authorised. If you do not receive a response your request has not been authorised.			
Signed by parent/carer:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; padding: 5px;">Print name & relationship to child:</td> <td style="width: 60%; padding: 5px;">Date:</td> </tr> </table>	Print name & relationship to child:	Date:
Print name & relationship to child:	Date:		
For school use only	Date request received:		
Has the notification been considered by the Headteacher? Y/N If authorised has the notification been discussed with the parent/carer? Y/N Date:			
No. of days Authorised: No of days Unauthorised:			
If unauthorised leave is taken this case complies with Penalty Notice criteria, please forward to the Attendance Legal Team via Anycomm's along with HTC, Pupil/Student attendance register.			
Name of school:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; padding: 5px;">Headteacher's signature:</td> <td style="width: 60%; padding: 5px;">Date:</td> </tr> </table>	Headteacher's signature:	Date:
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