



# Orchard Community Primary School

Headteacher: Mrs Fiona Shields  
[fshields@orchard.leics.sch.uk](mailto:fshields@orchard.leics.sch.uk)  
Deputy Headteacher: Mr John Patching

Grange Drive  
Castle Donington  
Derbyshire  
DE74 2QU  
Telephone: 01332 810078  
[school@orchard.leics.sch.uk](mailto:school@orchard.leics.sch.uk)  
[www.orchardprimary.org](http://www.orchardprimary.org)

## REQUEST FOR LEAVE OF ABSENCE FORM

Please complete all shaded boxes on this form and submit to the school office giving at least 3 weeks' notice of intended absence. Consent for term time leave will not be granted without full description of special circumstances. The school may request further evidence to support any leave of absence application.

Name of Child(ren)	Class(es)

Name of Parent/Carer 1	Name of Parent/Carer 2

First date of proposed absence	Last date of proposed absence	No. of school days being missed

Please outline the reasons for this absence. If this is for a holiday, please indicate why this holiday could not take place in the course of the normal holiday pattern.

--

Please detail below any evidence included in support of your request for term-time absence e.g. wedding invitation & proof of relationship; letter from sports body/arts council (for County/Regional/National level); letter from employer to show that a term-time holiday request was denied; a contract of employment depicting holiday conditions; letter from GP/doctor etc.

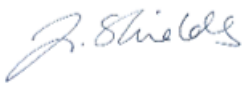
--

Signature of <u>all</u> parents/carers with legal parental responsibility	Date	Date holiday was booked	
		Holiday not yet booked (please tick)	

Please return this form to school before any booking is made if this is for a holiday to be taken during term time

## For office use only

Child(ren)'s name(s)	Attendance percentage current year	Attendance percentage previous year	Have other absences been requested current year	Have other absences been requested previous year

THIS ABSENCE REQUEST IS (please tick)	AUTHORISED	PARTIALLY AUTHORISED	NOT AUTHORISED	NOT AUTHORISED & PENALTY NOTICE	Subject to further information from parents
Reasons for the decision	<input type="checkbox"/> Meets our exceptional circumstances criteria <input type="checkbox"/> Meets our exceptional circumstances criteria to some extent, but not all <input type="checkbox"/> Does not meet our exceptional circumstances criteria				
Headteacher	Name		Signed		Date
	Fiona Shields				

## For unauthorised absences

Total consecutive unauthorised days (this request)	Total sessions unauthorised in past 10 weeks	Has a penalty notice been issued in past 3 years

Further action to be taken where necessary (detail below)			
Actions completed by (sign & print)		Date	

# Penalty Notices for unauthorised absences: What you need to know about the changes.

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for unauthorised absences that occur after 19<sup>th</sup> August 2024.

## 5 Consecutive Days of Term Time Leave.

Penalty Notice fines will be issued for term time leave of 5 or more consecutive days, and for fewer days where this has happened before.

## 10 Sessions of Unauthorised Absence in a 10-week period.

Penalty Notice fines will be considered when there have been 10 sessions of absence in a 10-week period.

## Per Parent, Per Child

Penalty Notice fines will be issued to each parent, for each child who was absent.

For example: 3 siblings absent for term time leave will result in each parent receiving 3 separate fines.

### 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 when 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 when paid within 28 days.

(No option to pay at £80 level)

### 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. The case will proceed to the Magistrates' court.

Magistrate's fines can be up to £2,500 per parent, per child.



Please consult your school's attendance policy and speak with your school if you are thinking of taking your child out of school during term-time. It is likely you will need to make a written request to take your child out of school and any leave of absence will need to be agreed by your Headteacher before it is taken.

