



# Request for Exceptional Leave of Absence during Term Time

Name of Pupil:.....

D.O.B..... Class.....

I wish to apply for exceptional leave of absence for my child for the following reason:

.....  
.....  
.....  
.....

Last day at school.....(day).....(month).....(year)

First day back.....(day).....(month)..... (year)

Total Number of Days Leave Requested:.....

**From September 2024, unauthorised leave of absence of more than 10 sessions or 5 days, in a period of 10 school weeks could result in the Local Authority issuing a penalty notice. Further information on Local Authority penalty notices can be viewed overleaf.**

**I understand that the Headteacher may not grant any leave of absence during term time unless there are exceptional circumstances. I also understand that a holiday during term time does not warrant an exceptional circumstance.**

**For more information, please see 'Working together to improve school attendance', DfE, 2024 at <https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>**

Signed..... Date.....  
(Parent/Guardian)

FOR SCHOOL USE:	
Percentage Attendance:	
Decision:	AUTHORISED                      DECLINED
Headteacher Signature:	
Date:	
Date Parent Notified of Decision:	
Date Recorded:	

## Fixed Penalty Notices for irregular attendance at school Important information for parents

### 1 OVERVIEW

Regular school attendance is vital for children to reach their full potential. If your child is absent for any reason, it is important that you communicate fully with the school. However new national guidance is to be implemented from September to manage irregular attendance at school.

Penalty notices are issued as an alternative to prosecution where parents have failed to ensure their child attends school regularly. They can be used in cases where absence has not been authorised by a head teacher and can be in respect of any unauthorised absence, irrespective of reason.

The notices are used to prevent the need for court action, for example, when support has not been engaged with or is not appropriate (for example, leave of absence during term time).

Changes from September 2024 are shown →

### 2 LEAVE

Head Teachers are unable to grant leave of absence during term time unless there are **exceptional circumstances**.

Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation **would not** constitute an exceptional circumstance.

### 3 ABSENCE

A Fixed Penalty Notice may be issued if there are **5 days / 10 sessions** of absence in a period of **10 school weeks** (where absence has not been authorised).  
A notice may be issued where the 5-day level of consecutive absence has not been reached, for example, if there are several periods of leave.

### 4 AMOUNT

The first penalty notice is **£160** if paid within 28 days, reduced to **£80** if paid within 21 days.  
A second penalty notice is **£160** to be paid within 28 days.  
A third penalty notice cannot be issued.  
**Legal action** may result (for example, prosecution).

### 5 FAQ'S

For further information please see Sunderland City Council website page on school attendance:

<https://www.sunderland.gov.uk/>

Or DfE Working together to improve school attendance document:

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

