



Aston Fields Middle School



Striving for Excellence: Learning for Life

Application for Term-Time Absence

This form must be completed if parents / carers wish to take their child out of school during term time.

All parents / carers should note that the legislation that came into effect on 19th August 2024 means that headteachers are unable to grant a leave of absence other than in the most exceptional of circumstances. Please be aware that the new guidance does not allow for a headteacher to authorise a family holiday in term time.

A new National Framework of Penalty Notices has also been introduced. The national framework includes:

- A single consistent national threshold for when a penalty notice must be considered of ten sessions (five school days) for any unauthorised absence within a rolling ten school week period. The 10-week period may span different terms or school years. For example, two sessions of unauthorised absence in the summer term and a further eight during the autumn term.
- An increase to the rate of a penalty notice from £120 to £160 if paid within 28 days and £60 to £80 if paid within 21 days. If a second penalty notice is issued to the same parent for the same child within a rolling three-year period, the notice will be charged at the higher rate of £160 with no option for this second offence to be discharged at £80.
- A national limit of two penalty notices that can be issued to a parent for the same child within a rolling three-year period, so at the 3rd (or subsequent) offence(s) another tool must be considered (such as prosecution or another attendance legal interventions).

Name of child: _____ Form Class: _____

First date of absence: _____ Last day of absence: _____ Number of school days: _____

Reason for requested absence:

I have another child / children in another school(s) who I will also be requesting leave for:

Full Names and school attended:

Signature of 1st parent / carer: _____ Print name: _____ Date: _____

Address: _____

Signature of 1st parent / carer: _____ Print name: _____ Date: _____

Address: _____

After consideration, the headteacher will write to you to confirm whether the absence has been authorised or not.

Office use only

Date received: _____

Number of school days applied for: _____ Absence request agreed / not agreed Form teacher notified:

Reason: _____

Notification of decision letter sent to parents / carers date: _____