



# 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 19<sup>th</sup> 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 3<sup>rd</sup> (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 1<sup>st</sup> parent / carer: \_\_\_\_\_ Print name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Signature of 2<sup>nd</sup> 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: \_\_\_\_\_ Signature (Mrs A Hales): \_\_\_\_\_