



Thames View Infants

Application for Special Leave of Absence

Term-Time Leave and Attendance Expectations

Parents **do not have an automatic legal right** to take their child out of School during term time. Headteachers may only authorise absence in **exceptional circumstances**. Holidays will not be authorised. Taking a child out of School disrupts learning, routines, and friendships. Missed learning is difficult to recover and can affect progress, wellbeing, and safeguarding.

Poor or irregular attendance:

- disrupts academic progress
- affects emotional wellbeing and confidence
- makes it harder for children to form friendships
- may raise safeguarding concerns

Fixed Penalty Notices (Fines)

Thames View Infants follows the **national attendance framework** and Local Authority guidance. **Unauthorised leave will result in a Fixed Penalty Notice issued per parent, per child**. This may also apply to siblings attending other Schools.

Under the current framework:

- **First penalty notice:** £80 per parent, per child if paid within 21 days, rising to £160 if paid within 28 days
- **Second penalty notice (within three years):** £160 per parent, per child (no discount)
- Only **two penalty notices** may be issued for the same child within a three-year period

Once this limit is reached, or if a fine is not paid, the case may be escalated.

Court Action

Further unauthorised absence may be referred to the **Magistrates' Court** under **Section 444 of the Education Act**, which can result in:

- a criminal prosecution
- fines of up to £2,500 per parent
- Parenting Orders or other court sanctions
- in extreme cases, custodial sentences

Court proceedings may result in a **criminal record**.

Religious Observance

The same rules apply to leave for **Umrah, Hajj, or other religious observance**. Families are expected to plan these during School holidays or make arrangements to ensure their child attends School.

Bereavement and Exceptional Circumstances

We understand that families may experience difficult circumstances. In cases of **bereavement or serious emergency**, please speak to us as soon as possible so we can consider how best to support your child. Each case is considered individually.



Thames View Infants

Application for Special Leave of Absence

If You Believe Your Circumstances Are Exceptional

You must:

- inform the School as far in advance as possible
- **not book travel** before permission is given
- provide supporting evidence if requested
- understand that absence **may still not be authorised**

Fairness and Consistency

These rules apply to **all families**, including staff with children at the School, to ensure fairness for everyone.

Please Be Aware

Parents who take unauthorised leave or exceed agreed return dates risk:

- a Fixed Penalty Notice per parent, per child
- referral to the Local Authority Attendance Officer
- further legal action, which may affect a child's School place

(Form For Exceptional Circumstances Only)

- ☐ I confirm that this request relates to a genuine and exceptional family emergency.
- ☐ I understand that term-time holidays will not be authorised under any circumstances.
- ☐ I confirm that no travel, accommodation, or related arrangements have been booked.
- ☐ I confirm that I have read and understood the attendance guidance and penalty information provided in this document.

Name of Child:

Class:

A separate form must be completed for each child affected.

Details of Exceptional Circumstances

(Requests stating or implying "holiday", "family visit", or "travel convenience" will not be considered.)

☐ Evidence Attached

Please attach **documentary evidence** to support this request (for example: medical, legal, or official documentation).
Requests submitted without evidence are unlikely to be authorised.

Other Children in the Family

(Unauthorised leave may result in penalty notices being issued for siblings attending other Schools),

Name:

Year/Class:

School:



Thames View Infants

Application for Special Leave of Absence

First Day of Absence: _____ Date Expected to Return to School: _____ Total Number of School Days Missed: _____

Open, flexible, or unconfirmed travel arrangements will not be accepted as evidence of return.

Attendance Declaration

My child's attendance to date: _____ %

(This information must be obtained from the school office before submitting this form.)

☐ Above 97.5% (in line with School expectations) ☐ Below 95%

Persistent Absentee: ☐ Below 90% ☐ Below 85% ☐ Below 80% ☐ Below 75%

Lower attendance significantly reduces the likelihood of authorisation.

Decision (School Use Only) (Retain copy; original to Parent)

☐ Special leave is NOT authorised.

Any absence taken will be recorded as **unauthorised**. By proceeding, parents accept the risk of:

- a Fixed Penalty Notice per parent, per child
- referral to the Local Authority Attendance Officer
- further legal action, which may affect a child's School place

☐ Special leave is authorised until: _____ ONLY

Failure to return on the next School day will result in the absence being recorded as unauthorised, with the same consequences as listed above.

Parental Declaration

I confirm that I have read and understood both sides of this form. I understand that **unauthorised absence or failure to return by the agreed date will automatically trigger attendance enforcement procedures**. I accept full responsibility for any penalties or legal action arising from my decision.

Signed: _____

Name (printed): _____

Relationship to child: _____ Date: _____