

Request for Exceptional Leave from Stocksbridge Nursery Infant School

Requests for exceptional term-time leave should be submitted at least 20 days in advance of the requested leave.

Penalty Notice Fines for Term Time Leave have changed from 19th August 2024. Please note that:

- Penalty Notice Fines for Term Time Leave is a National Policy. Sheffield City Council is accountable for the implementation of the policy across all Sheffield schools. Our school is responsible for the policy being observed for our pupils. Our school must follow the National Policy consistently for all pupils.
- Penalty Notice Fines are now issued to each parent, for each child that is absent.
- the first time a Penalty Notice is issued for Term Time Leave the amount is £160 per parent, per child to be paid within 28 days reducing to £80 per parent, per child if paid within 21 days.
- the second time a Penalty Notice is issued for Term Time Leave the amount is £160 per parent, per child within 28 days.
- the third time an offence is committed for Term Time Leave a Penalty Notice will not be issued and the case will be presented straight to Magistrates Court. Magistrates fines can be up to £2500 per parent, per child.
- Sheffield City Council decides whether to issue a Penalty Notice fine or not. Our school is not informed and we do not receive any income related to the issuing of Penalty Notices.

I understand that:

- under section 444 of the 1996 Education Act I have a legal obligation to ensure that my child attends school regularly.
- **by taking unauthorised term time leave I may be liable for a Fixed Penalty Notice.**
- I must keep the school informed of any changes to the dates that my child will be absent.
- if my child does not return by the due to date, he/she is at risk of losing their place at Stocksbridge Nursery Infants School.

I agree that:

- Before considering exceptional leave, I have endeavoured to the best of my ability to find alternatives to asking to take my child out of school in term time. **Or**
- Because of the **urgent and exceptional** nature of the reason for the request for exceptional leave, I believe my child needs to be absent during term time.

Please sign below to confirm that you have read and understood the above statements

PARENT/CARER'S NAME:

PARENT/CARER'S SIGNATURE:

DATE:

For Parent/Carer use:

Child's name:			Child's D.O.B		
			Child's class:		
Siblings in this or other schools (name, D.O.B, name of school)					
Details of parent/carer(s) requesting leave	1. Name		Date of birth:		
	Tel no:		Email:		
	2. Name		Date of birth:		
	Tel no:		Email:		
Dates of exceptional leave <i>First and last day of absence</i>		From:	To:	Total no. of school days	
Reason for absence					
Where will you be? <i>Location and emergency contact details.</i>					
Did you taking any steps to try to avoid this request?		Yes/No (if yes please provide details)			
I confirm that all of the information on this form is true					
Parent signature:					
Print name:				Date:	

For school office to complete:

Date form received		Date decision letter sent	
Current attendance	Total %:	Unauthorised %:	
Previous year	Total %:	Unauthorised %:	
School's Target	96%		
Has exceptional leave been taken in this and the last school year?			

For Headteacher to complete:

Headteacher's decision	No. of days authorised:	Code:	No. of days unauthorised:	Code:
Will a fine be requested?				
Headteacher signature			Date:	
Any comments from headteacher				