

LEAVE OF ABSENCE FROM SCHOOL REQUEST (LOAF)

To be completed by Parent/Carer/Guardian
(one form to be completed for each child)

Name of Pupil:						
School:			NCY/Class:			
Your request will be considered by the Headteacher. Please note all requests will be judged on an individual basis but any leave of absence can only be approved in exceptional circumstances.						
Leave dates requested				Number of leave days requested		
From		To				
Please give brief reasons for your request for the leave of absence.						
Parent Name				Parent name		
Address						
Signature:						
Name & address of any non-resident						
To be completed by School						
Date request received				Is the leave of absence approved?		YES / NO
Your request for leave of absence has / has not * been approved for the following reason(s): Please see attached letter * (*delete as appropriate)						
Headteacher's signature						
Date school refusal letter(s) were sent to parent(s)						
Code that will be placed in the register:	C Exceptional circumstances	C1 Performance (license required)	G Unauthorised Leave of absence	O Unauthorised (other)	P Approved sporting activity	R Religious observance

Purpose of penalty notices (please also see [the school attendance policy & statutory guidance DfE](#))
~~[e-attendance policy](#) [Statutory Guidance DfE](#)~~

Penalty notices are issued to parents as an alternative to prosecution where they have failed to ensure that their child of statutory school age regularly attends the school where they are registered or, in certain cases, at a place where alternative provision is provided. Penalty notices can be used by all schools (with the exception of independent schools) where the pupil's absence has been recorded with one or more of the unauthorised codes and that absence(s) constitutes an offence. A penalty notice can be issued to each parent liable for the offence or offences. They should usually only be issued to the parent or parents who have allowed the absence (regardless of which parent has applied for a leave of absence).

Penalty notices must be issued in line with the Education (Penalty Notices) (England) Regulations 2007, as amended and can only be issued by a headteacher or someone authorised by them (a deputy or assistant head), a local authority officer or the police. They must also be issued in line with Local Codes of Conduct which are drawn up and maintained by each local authority.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification during the first 5 days of a fixed period or permanent exclusion. The school must have notified the parents of the days the pupil must not be present in a public place. This type of penalty notice is not included in the National Framework and therefore not subject to the same considerations about support being provided or count towards the limit as part of the escalation process in the case of repeat offences for non-attendance.

The threshold is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session. This can be met with any combination of unauthorised absence (e.g 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the registration closes all within 10 school weeks). The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer term and a further 8 within the Autumn Term).

Two penalty notice limit and escalation in cases of repeat offences

A penalty notice is an out of court settlement which is intended to change behaviour without the need for criminal prosecution. If repeated penalty notices are being issued and they are not working to change behaviour they are unlikely to be most appropriate tool. Therefore, from [Autumn term 2024](#), only 2 penalty notices can be issued to the same parent in respect of the same child within a 3-year rolling period and any second notice within that period is charged at a higher rate:

- The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.
- A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution but may include other tools such as one of the other attendance legal interventions.

Where the pupil's previous school was in the same local authority area this check will be simple. If the pupil has moved between local authorities in the previous 3 years and the previous local authority(ies) is known, they should be contacted to check whether a penalty notice has been issued to that parent for that pupil in the previous 3 years.

There is no right of appeal by parents against a penalty notice