



The Catholic Primary Schools of The Waveney Valley



Part of the St. John the Baptist Multi-Academy Trust

St Benet's RCP School
Ringsfield Road,
Beccles
Suffolk NR34 9PQ
01502 712012

Executive Head teacher
Mr Patrick Kennedy
Assistant Head teacher
Miss Amanda Lyons

St Edmund's RCP School
St Mary's Street
Bungay
Suffolk NR35 1AY
01986 892502

APPLICATION FOR EXCEPTIONAL LEAVE OF ABSENCE FROM SCHOOL

Important information for Parents and Carers:

For a child to reach their full educational achievement a high level of school attendance is essential. We consistently work towards a goal of 97% or above attendance for all children. It remains a legal requirement for Parents to obtain permission from the Executive Head teacher before removing their child in order to take any leave during term time. Please fill in the **top shaded section** of the form to request your child's absence from school.

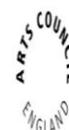
Name of Child:		Class:	
I request permission for my child to absent from school because of the following exceptional circumstances:			
Absence to start on:		Child to return to school on:	
Number of sessions absent:		Absence requests previously made in last 12 months:	
Signed:		Date:	
Print Name:			Parent/Carer

This form should be returned to the Head teacher

FOR SCHOOL USE ONLY			
Permission is granted for:		Class:	
to have		school session absences authorised.	
Comments			
Signed:		Mr Patrick Kennedy, Executive Head Teacher	Date:



St. Benet's Email: office.stbenets@cpswv.org
St. Edmund's Email: office.stedmunds@cpswv.org



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School Penalty Notice for School Attendance are changing from 19th August 2024

With the introduction of the new National Framework for Penalty Notices issued by DfE, the following changes will come into force for School Penalty Notice Fines issued after 19th August 2024.

National Threshold

There will be a single consistent national threshold for when a penalty notice must be considered by all schools in England of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period.

These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence.

The 10-school week period can span different terms or school years.

Please note: The DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

First Offence

The first time a Penalty Notice is issued for unauthorised absence the amount will be:

£160 per parent, per child paid within 28 days.

Reduced to £80 per parent, per child if paid within 21 days.

Per Parent*, Per Child

A School Penalty Notice is issued to each parent*, for each child that was absent.

For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate penalty notices.

*Parent

Section 576 of the Education Act 1996 defines "parent" as:

- All natural (biological) parents, whether they are married or not.
- Any person who, although not a natural parent, has parental responsibility for a child or young person.
- Any person who, although not a natural parent, has care of a child or young person.

Second Offence (within 3 years)

The Second time a Penalty Notice is issued for unauthorised absence the amount will be:

£160 per parent, per child paid within 28 days.

Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed a Penalty Notice will not be issued and the case could be presented straight to the Magistrate's Court. Prosecution can result in Criminal records and fines of up to £2,500

Cases found guilty in Magistrates' Court may show on the parent's future DBS certificate due to 'failure to safeguard a child's education'.