



Parents,

Please note: all requests for holidays during term time will be unauthorised (unless in exceptional circumstances).

The Local Authority can issue families with a Fixed Penalty Notice where there is:

- a *minimum* of 10 unauthorised sessions (5 school days) in an academic year (these do not need to be consecutive);
- Pupils persistently arriving after the close of the registration period i.e. more than 10 sessions in an academic year (these do not need to be consecutive);
- **A period of absence from school due to a holiday that was not authorised by school (a *minimum* 10 sessions);**
- A pupil has regularly come to the attention of the police during school hours and is absent from school without an acceptable reason and there have been 10 unauthorised absences.

<https://www.cardiff.gov.uk/ENG/resident/Schools-and-learning/Schools/School-Attendance/Fixed-penalty-notice-for-non-attendance-at-school/Documents/Revised%20FPN%20Code%20of%20Conduct%20Cardiff%20Final%20Master%20June%202018.pdf>

Under existing legislation, parents/carers commit an offence if a child fails to attend school regularly and the absences are classed as unauthorised (absences without a valid reason). Depending on circumstances such cases may result in prosecution under the Education Act 1996.



Appendices 3

Leave of Absence Form

I request permission to take the following child/children out of school:

Name: ..... Class: .....

Name: ..... Class: .....

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I understand that under the terms of the Education (Penalty Notices-Wales) Regulations 2013, Local Authorities have been given powers to issue Fixed Penalty Notices (FPNs) as an alternative to taking legal action against parents/carers when responding to absenteeism from school.

Reason for absence (please give full details in the box provided and any other documentary evidence to support this request):

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Dates of absence:

From (day, date, month) ..... to (day, date, month) .....

Parent Name: ..... Signed: ..... Date: .....

Permission is not authorised for the above named children to have leave of absence.

Permission is authorised for the above named children to have leave of absence.

(delete as applicable)

Name: ..... Signed: ..... Headteacher /Deputy Headteacher Date: .....