



Rawmarsh Ryecroft Infant School
South Street
Rawmarsh
Rotherham
South Yorkshire
S62 5QW

Headteacher: Mrs K Blythe

Telephone: 01709 710599

Email: admin@ryecroftinfant.co.uk

Website: www.rawmarshryecroftinfantschool.co.uk

Leave of Absence Request Form

This form must be returned to school with a minimum of two weeks' notice. Please make sure to read the information on the reverse of this form before completing. New changes have been made to the Code of Conduct regulations regarding leave of absence in term time.

Name of Child	Class

Reason for leave of absence in term time:

Leave of Absence Dates:

Start Date:	End Date:
Number of School Days Missed:	

Details of parent (s) applying for leave of absence.

<u>Parent 1 Name</u>	<u>Date of Birth</u>	<u>Address</u>
<u>Parents 2 Name</u>	<u>Date of Birth</u>	<u>Address</u>

Please consider the following information with regards to requesting time off during term time and the recent changes within the Code of Conduct:

On 19th August 2024 the Government introduced a new National Framework for Penalty Notices. Under the new framework all schools will be required to consider a Fixed Penalty Notice (FPN) when a child has missed 10 or more sessions for unauthorised reasons in 10 school weeks. Each school day has two sessions AM and PM, meaning 10 sessions could be 5 full school days or 10 half days.

The National Framework for Penalty Notices sets out that a maximum of 2 FPN's per parent, per child can be issued within a rolling 3-year period. If the national threshold is met for a third time (or subsequent times) within 3 years, further enforcement action will be considered.

First FPN in a 3-year period £160 per parent, per child to be paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days.

Second FPN in a 3-year period £160 per parent, per child to be paid within 28 days.

Third Occasion in a 3-year period – A FPN will not be issued and the Local Authority will consider alternative enforcement.

For further information please visit:

<https://www.rotherham.gov.uk/education-2/school-attendance>



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Date Received: