



Bramley Sunnyside Infant School
 Flanderwell Lane, Rotherham. S66 3QW
 Tel: 01709 543061 Email: enquiries@bsi.school
 Head Teacher: Mrs S Searson

Leave of Absence Request Form

Please read the information on the reverse of this form before completion*

I wish to apply for my child(ren) to take a leave of absence during term time.

Name of Child(ren) Tutor Group/Year Group/Class

.....
.....
.....

Leave of absence dates:

Start date:/...../..... End date:/...../..... Total number of school days missed

If you are applying for a leave of absence for a sibling at another school within Rotherham please give their details below.

Name of Child(ren) School Name/Year Group

.....
.....

Reason for requesting leave of absence.

Parent 1-

Full name:

Address:

Parent DOB:/...../.....

Will children be with this parent
on leave of absence? Yes/No (Please circle)

Parent 2-

Full name:

Address:

Parent DOB:/...../.....

Will children be with this parent
on leave of absence? Yes/No (Please circle)

Signed Parent/Carer

Signed Parent/Carer

*Must have parental responsibility or day to day care for named child(ren).

Date of application/...../.....

Date of application/...../.....

The circumstances of each individual request will be taken into account.

If you go ahead with the leave of absence when unauthorised, school will request the Local Authority considers issuing a Fixed Penalty Notice and/or further enforcement action.

Leave of absence in term time – Information for consideration.

Any request for leave must be made in advance.

There is no requirement to authorise just because a request has been made.

National Framework for Fixed Penalty Notices

On 19th August 2024 the Government introduced a new National Framework for Penalty Notices. Under the National 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 2 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 full information please visit: [School Attendance – Rotherham Metropolitan Borough Council](#)
