



Aston Hall
Junior & Infant School

ASTON HALL JUNIOR & INFANT SCHOOL

Church Lane, Aston, Sheffield, S26 2AX

☎ 0114 287 9811

✉ office@astonhallschool.org

🌐 astonhallschool.co.uk

HEADTEACHER: Mr S Holmes

Application for Leave of Absence

Dear Parent/Carer,

Further to your recent application for _____ leave of absence from _____ to _____. I would like to inform you that the above request has **not** been authorised.

The reasons for this decision are that the reasons given for the leave of absence is not considered to be exceptional. I wish to advise you, that due to the number of days leave requested, whilst considering _____'s attendance over the previous 12 calendar months, that should you go ahead with this leave of absence despite this warning I will request the Local Authority to **consider** issuing a Fixed Penalty Notice.

From 19th August 2024, the Government have 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 (5 days) for unauthorised reasons within 10 school weeks.

The National Framework for Penalty Notices sets out that a **maximum of 2 FPN's per child, per parent 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, another tool will be used.

The 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

The second FPN in a 3-year period: £160 per parent, per child to be paid within 28 days

The third occasion in a 3-year period: A FPN will not be issued, and the Council will consider alternative enforcement such as a court summons.

The updated Rotherham Fixed Penalty Notice Code of Conduct can be found here:
<https://tinyurl.com/4h75hhr39>.

Thank you,

Mr S Holmes

Headteacher





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Dear Parent/Carer,

Further to your recent application for leave of absence from to , I would like to inform you that the above request **has** been authorised.

I wish to advise you that in authorising the leave of absence, the school would be concerned if their future attendance should fall below the school's required standard of 96%.

Such a fall in attendance could impact future requests for leave of absence.

From 19th August 2024, the Government have 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 (5 days) for unauthorised reasons within 10 school weeks.

If the absence is for an unauthorised term time holiday, parents may receive an FPN. FPN's are used as an alternative to prosecution.

The National Framework for Penalty Notices sets out that a **maximum of 2 FPN's per child, per parent 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, another tool will be used.

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The second FPN in a 3-year period: £160 per parent, per child to be paid within 28 days

The third occasion in a 3-year period: A FPN will not be issued, and the Council will consider alternative enforcement such as a court summons.

You can read more information on the government changes here:

<https://tinyurl.com/3vhxjsmf>

The updated Rotherham Fixed Penalty Notice Code of Conduct can be found here:

<https://tinyurl.com/4h75hhr39>.

Thank you,

Mr S Holmes

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HEADTEACHER: Mr S Holmes

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Dear Parent/Carer,

Further to your recent application for leave of absence from to , I would like to inform you that the above request has **not** been authorised.

The reason for this decision is the request is not due to exceptional circumstances as detailed in school / national policy.

I wish to advise you that on this occasion I have made the decision **not** to refer the case to the Local Authority to request the issue of a fixed penalty notice. I wish to advise you that the school would be concerned if their future attendance should fall below the school's required standard of 96% **and any further requests for leave of absence within a 12 calendar month period would likely result in an FPN being issued.**

From 19th August 2024, the Government have 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 (5 days) for unauthorised reasons within 10 school weeks. The National Framework for Penalty Notices sets out that a **maximum of 2 FPN's per child, per parent 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, another tool will be used.

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Thank you,

Mr S Holmes

Headteacher

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