



CAMPSMOUNT

Unauthorised Leave of Absence Notification 2025-26

From 19 August 2024, new government regulations regarding school attendance and penalty notices came into effect across Doncaster. Under these rules, a penalty notice will now be considered if a student has 10 unauthorised absences (equivalent to 5 school days) within a rolling 10-week period.

Additionally, holidays during term time will no longer be authorised, and any unauthorised holiday absences will result in a penalty notice. The penalty fines have also increased: £80 if paid within 21 days, rising to £160 if paid within 28 days. For a repeat offence within a 3-year period, the fine will automatically increase to £160, and further offences could result in additional enforcement by the local authority. Please see the overleaf for further information.

Child's Details			
Pupil Name (in full)		Date of Birth	
Address (Inc post-code)			
Pupil Name (in full)		Date of Birth	
Address (Inc post-code)			
Pupil Name (in full)		Date of Birth	
Address (Inc post-code)			
Parent/Guardian Details			
Parent 1 Name (Inc title):		Date of Birth	
Relationship to Student			
Address (Inc Post Code)			
Parent 1 Name (Inc title):		Date of Birth	
Relationship to Student			
Address (Inc Post Code)			
Reason for the Request			
First Day of Leave		Return to School Date	
Signature of Parent(s):			
	Date:.....		





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Penalty Notice Fines for School Attendance are Changing!

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

Per Parent, Per Child

Penalty Notice Fines will now be 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 fines.

5 consecutive days of term time leave

Penalty Notice Fines will be issued for Term Time Leave of 5 or more consecutive days.

10 sessions of unauthorised absence in a 10-week period

Penalty Notice Fines will be considered when there has been 10 sessions of unauthorised absence in a 10 week period.

First Offence

The first time a Penalty Notice is issued for Term Time Leave or Irregular Attendance 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.

Second Offence (within 3 years)

The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance 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 for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Magistrates' fines can be up to £2500 per parent, per child.

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