



The Hyde School

Hyde Crescent, West Hendon, London, NW9 7EY

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Headteacher: Philippa Saving

Deputy Headteachers: Nisha Mehta and Monique Grech



APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

As a parent/carer, you should complete this form in the case of an emergency where you wish to take your child out of school for an extended period during term time.

Please note family holidays during term time will not normally be authorised. Where possible, you should submit your application at least two weeks in advance. Your request will be responded to in writing by the Headteacher within 5 days.

You should be aware that if the school approves this absence, your child will be expected to return on the date specified on the form. Failure to do so will result in any extra time being classified as unauthorised absence. It is also possible in certain circumstances that your child could be removed from the school roll and thereby have to re-apply for their school place at The Hyde or find an alternative school.

Changes to Fixed Penalty Notice Fines for Absence

The DFE has made new rules about penalty fines for school absences. These come into force from August 2024. It is the responsibility of the local authority to decide when to issue a fine to parents.

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 if 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 to be paid within 28 days. NO reduction rate will be offered.

Fines per parent will be capped at two fines within a 3-year period.. Once this limit has been reached, other action like parenting order or prosecution in a Magistrate Court will be considered

Third Offence and any Further Offence (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 a Magistrate Court. Magistrates' Court fines can be up to £2,500 per parent per child. Cases found guilty in a Magistrate Court can show on a parents DBS certificate due to failure to safeguard a child's education.

If your child is absent from school due to illness immediately before or after a school holiday period, you will be asked to provide medical evidence.

PLEASE COMPLETE THE FORM OVERLEAF.



