

## **Pupil Absent Request Form – Please read and keep this information**

**The law does not grant parents the automatic right to take their child out of school during term time.**

As stated in our school attendance policy, only exceptional circumstances warrant an authorised leave of absence. If seeking permission for exceptional circumstances leave of absence, the parent/carer should complete a Leave of Absence Request form. The request should be submitted as soon as it is anticipated; and wherever possible, at least four weeks before the absence. Leave of absence cannot be approved retrospectively.

The school will consider each application individually, considering the specific facts and circumstances. Parents may be required to provide the school with additional evidence in order to support the request. The expectation of the school is that term time holidays should not be planned or booked as a matter of course, as they are likely to be unauthorised.

Where a leave of absence is granted, the school will determine the number of days the pupil can be away from school. A leave of absence is granted entirely at the school's discretion.

In April 2017 the Supreme Court clarified the definition of regular attendance to be attendance "in accordance with the rules prescribed by the school", therefore if an absence is not authorised by the school, the pupil's attendance is deemed to be irregular.

Parents/carers have a legal responsibility to ensure that their child attends school on a regular basis. It is a criminal offence under Section 444 of the Education Act 1996 to fail to secure regular attendance of a registered pupil at the school. This applies to both resident and non-resident parents/carers who may both be subject to legal sanctions if their child fails to attend school regularly. It also applies to others who may not be the parent/carer but may have day to day care of the child.

Unauthorised absence from school can result in a number of different outcomes for parents/carers and children. Each case is considered individually.

Penalty Notices are intended as a sanction for low level offences and a tool to support improved school attendance. They are an alternative to prosecution and may not be issued if prosecution is considered to be a more appropriate response to a pupil's unauthorised absence.

A pupil's unauthorised absence from school could result in one of the following:

1. Penalty Notice. The penalty is £60 payable (per parent, per child) within 21 days, rising to £120 if paid between 22 and 28 days. (Failure to pay will result in prosecution.)

2. Prosecution. Prosecution could lead to fines up to £2500 and/or 3 months imprisonment.

A full copy of the Attendance Policy is available on our school website or is available on request from our school office.

## Pupil Absence Request due to Exceptional Circumstances

Please note: The school will not authorise leave in term time unless an application has been made in advance and the Headteacher considers that there are **exceptional circumstances** in relation to the application. See overleaf - or the school attendance policy - for further information.

I request permission for  
(child/ren's name/s and DoB/s):

Class name/s or year group/s:

to be authorised as being absent from school from: \_\_\_\_\_ (date of first day of absence)  
to \_\_\_\_\_ (date of last day of absence). Returning to school on \_\_\_\_\_

The **exceptional** reason why the absence needs to be taken in term time is because *(continue on separate sheet if necessary)*:

If request for absence is due to travel, state destination: \_\_\_\_\_

**Declaration:** I am aware that any absence which has not been agreed in advance by the Headteacher will be marked as **Unauthorised Absence** and may result in a **Penalty Notice (fine)** or a **prosecution**.

<b>Parent's signature</b>	
<b>Parent's name</b>	
<b>Parent's address</b>	
<b>Date</b>	

## School Office to complete

Date form received	School Office Comments (if any)

## Headteacher to complete

Absence Authorised?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comments (if absence is not authorised - state why not,)		
Signed		Date

## School Office to complete

Date letter sent/given to Parent/Carer confirming decision:			
Letter via: Book Bag <input type="checkbox"/> Post <input type="checkbox"/> Handed to Parent <input type="checkbox"/> Email <input type="checkbox"/> Other (please state)			
Comments (if any)			
Class teacher notified <input type="checkbox"/>		Request noted on ScholarPack <input type="checkbox"/>	
Signed		Print Name	