



Dear Parents / Carers

**ABSENCE REQUEST DURING TERM TIME
NOTICE TO PARENTS / CARERS**

The Department for Education (DfE) has amended the regulations and guidance in relation to absences in term time. There is no automatic right to take your child out of school during term time.

From 1st September 2013, government legislation no longer enables Headteachers to authorise requests for leave for children to be taken out of school unless there are considered to be exceptional circumstances. It is the parent's responsibility when submitting the request to provide all the information and evidence to prove exceptional circumstances. Evidence provided after this form has been submitted will NOT be accepted.

It is for the Executive Headteacher to determine the number of days a child can be away from school if the leave is granted. If you consider that your request falls into this category you will need to complete the form on the reverse of this notification. Please be aware that if your request does fall into this category but your child's attendance is less than 96% the leave will not be authorised. A response will be sent to you as soon as possible, normally within 7 days. If the absence requested is not considered to be an exceptional circumstance, and you nevertheless take your child out of school, the absence will be recorded as unauthorised in line with guidance from the DfE and the County Council.

This means that, in the case of an unauthorised absence, the Local Authority Education Welfare Service will be notified and a Penalty Notice will be requested.

A Penalty Notice is **£80** if paid within 21 days of receipt, rising to **£160** if paid after 21 days but within 28 days. If the penalty is not paid in full by the end of the 28-day period, the Local Authority may prosecute for the offence to which the notice applies.

Each parent/carer may be issued with a Penalty Notice in respect of each child.

All absence requests must be completed on the attached form; letters will not be accepted. This should be returned to the school a minimum of 14 days before the start of the absence.

Any absence from school will disrupt your child's learning. You may consider some absences to be educational but your child will still miss out on the teaching that their classmates will receive. Children returning from an absence are unprepared for the lessons which build on the teaching they have missed. Teachers then have to give more time to help individual children catch up on missed work. This poses a potential risk of the underachievement of other pupils in the class. This is something we all have a responsibility to avoid. As a parent/carer, you can demonstrate your commitment to your child's education by not allowing your child to miss school for anything other than an exceptional and unavoidable reason.

I hope you will support our efforts to raise attendance and attainment at our school.

Yours sincerely

Miss L Hall
Executive Headteacher



REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

If, after reading the letter on the reverse, you consider you have exceptional circumstances to request a leave of absence during term time, please complete this form and return to the school at least 14 days before the date you wish to remove your child from school.

Pupil Name Tutor Group/Class

Home Address

First Day of Absence Date of Return to School

Total Number of Days Missed

If your request includes travelling abroad, please state your destination(s):

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Exceptional circumstances are as follows:

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I understand that if the request is unauthorised the Education Welfare Officer will be notified of the absence taken and a Penalty Notice will be requested. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of **£160 which decreases to £80 if paid within the first 21 days.**

I understand that if I do not pay this may result in legal action.

You must provide additional documentation to support exceptional circumstances, this must be provided at the time the application is made. Any supporting information provided after the leave of absence has been submitted will not be accepted.

Name of Parents/Carers making application:

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Signed (Parent/Carer) Dated

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