



Request for School Absence

Following amendments to The Education (Pupil Registration) (England) Regulations 2006, students may not be granted leave of absence unless there are exceptional circumstances.

We understand that, occasionally, there are exceptional circumstances that mean students may need to be absent from school and these circumstances will be considered on an individual basis by the Headteacher.

Please complete the absence request below and return to school Attendance Officer at least two weeks before the planned absence.

Name of child:..... Tutor group:.....

From..... To..... (number of school days).....

Please give the reason for making this request:

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.....

Why does this absence need to be taken during school time?

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.....
.....

Signed..... Date.....

(Parent/Carer)

Headteacher to complete this section:

Name of Child.....

Your request is **approved** and the absence is duly authorised

Your request is **not approved** and you may be liable for a Fixed Penalty Notice if you remove your child for this period. (Please see overleaf)

Signed..... Date.....

(Headteacher)

On return to school, your child will be issued with a 'catch up' card and will be expected to complete all work missed to an appropriate standard within one week. The report will be signed by the teacher and Head of Year. Failure to comply may result in your child staying after school to complete missing work.

School Attendance: Education Act 1996 – Anti Social Behaviour Act, Section 23 Crime and Disorder Act, Section 16.

We understand that you wish to remove your child/ren from school for a family holiday. We are sure you will appreciate how extended absence from school during term time can seriously disrupt your child/ren's progress and so we are reminding you that if you do remove your child/ren during this period and they accrue 10 or more unauthorised absences (five or more days), you may be issued with a Fixed Penalty Notice for each child.

A FPN is issued to each adult with parental responsibility, per child with an invoice for £120 and 28 days are given for you to settle the Penalty. If the FPN is paid within the first 21 days the amount payable is reduced to £60.

Should the fines remain unpaid at the end of this period of time, you may be prosecuted for failing to ensure the regular and punctual school attendance of your child/ren. This is a criminal offence under Section 444 of the Education Act 1996 and carries a maximum fine of £1000 per parent/carer.

There are only 190 days in the school year, which means that there are 175 non- school days left for holiday, treats and shopping. It is in everybody's interest to avoid the consequences of a child's unlawful extended absence from school and we hope that this notice gives you the opportunity to think carefully about your decision to take your child/ren out of school during term time.