



Netheravon All Saints C of E Primary School

Absence / Holiday Request Form

Taking your child out of school during term time may harm your child’s academic progress.

Schools may agree holiday absence in **special circumstances** with consideration being given to pupil’s attendance, attainment and public examinations. Absences may only be authorised at the discretion of the Head Teacher.

Circumstances which are notified to the school or Local Authority **after** a decision has been made by the Head Teacher will not be considered. Therefore please be certain to provide details of the special circumstances relating to your application below and attach any supporting evidence.

Please read guidance from the Local Authority which has been sent to you and can be found on the reverse of this form, which explains Penalty Notices issued for unauthorised holidays during term time.

Name of Child(ren)			
Date of Birth			
Class			
Date of first day of absence			
Date of return			
Number of days requested			
Reason (Please circle appropriate reason)	HOLIDAY	WEDDING	BEREAVEMENT
	FORCES R&R	PRISON VISIT	SCHOOL VISIT

I / We would like the Head Teacher to consider the above application taking into account the attached supporting evidence.

Signed Parent/Guardian – Print Name Date:

For office use only:

Attendance % Total sessions pupil absent this academic year Total unauthorised absence this year

Approved Authorisation

Rejected and unauthorised

Signed

Non-school attendance

You have a legal responsibility to make sure your children get a suitable education (as set out in the Education Act 1996). For the majority, this means making sure your child is registered at a school and that they attend regularly during term time. If your child fails to attend school regularly you are committing an offence and could be issued with a Penalty Notice or prosecuted, which could result in a fine of up to £2500 or imprisonment for failing to ensure your child regularly attends school. Magistrates can also impose a Parenting Order, which would mean you having to attend parenting classes. The Local Authority can also apply for an Education Supervision Order.

Leave of absence

You do not have a legal right to take your children out of school. It is always the Head Teacher's decision whether or not to allow you to take your child out of school during term time. If you do not ask their permission in advance, or they do not give it and you take your child out of school anyway, this will be recorded as an unauthorised absence.

Head Teacher's may authorise an absence from school during term time if there are exceptional circumstances. Exceptional circumstances may include

- the death or terminal illness of a person in the immediate family
- service personnel and other employees who cannot take leave outside term time at any point in the academic year.

Family holidays are not generally considered to be an exceptional circumstance. You must make any requests for leave of absence in advance and you must be the parent the child normally lives with. It is important to give the Head Teacher as much information as possible when applying for a leave of absence.

Other circumstances where holiday absence should not be authorised include:

- Availability of cheap holidays
- Availability of desired accommodation, including time shares
- Poor weather experienced in school holiday periods
- Overlap with beginning or end of a term
- If the parents deem the trip to be 'educational'
- Due to parents work commitments

Parents are not entitled to remove children from school for holidays as of right. Leave of absence must be applied for and the decision to authorise this rests entirely with the school. If the Head Teacher does grant leave it will only be in very exceptional circumstances and will unlikely be granted for the purposes of a family holiday.

Amendments have been made to the 2006 regulations in the Education (Pupil Registration) (England) (Amendment) Regulations 2013. These changes came into force on the 1st September 2013. These amendments remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head Teachers should determine the number of school days a child can be away from school if the leave is granted.

Penalty Notices

A penalty notice is an alternative to you being taken to court by the local authority. If your child has 10 or more sessions of unauthorised absence, the school will inform our Education Welfare Service who may issue a penalty notice for each child to each parent. Anyone who has day to day care of a child is considered a 'parent' and legally responsible for making sure the child attends school, this could be a step parent or a parent not living at the child's home address.

What is the cost?

- The penalty is £120 per child per parent if paid within 28 days. The penalty is reduced to £60 per child per parent if paid within the first 21 days
- If you do not pay the fine within 28 days we have no option but to prosecute you in the Magistrates' Court. This could lead to a fine of up to £1000 per parent per child.



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Known Future Absence Form

My Child Class

has an appointment as indicated: (Please delete appropriately)

MEDICAL / DENTAL / OPTICAL / OTHER (please detail below)

.....

On (date) At (time)

and will therefore be out of school for that period. I will report to the School Office to sign my child in and/or out.

Signature Dated

Please return this form to the School Office or e-mail a completed electronic version of this form to admin@netheravonallsaints.school

NB: UNTIL THE SCHOOL RECEIVES THIS FORM, YOUR CHILD'S ABSENCE WILL REMAIN IN THE REGISTER AS UNAUTHORISED



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Reason for Absence Form

My Child Class

was absent on (date/s)

due to:

.....

.....

.....

.....

Signature Dated

Please return this form to the School Office or e-mail a completed electronic version of this form to admin@netheravonallsaints.school

NB: UNTIL THE SCHOOL RECEIVES THIS FORM, YOUR CHILD'S ABSENCE WILL REMAIN IN THE REGISTER AS UNAUTHORISED