



NOTIFICATION OF ABSENCE FROM SCHOOL FORM

PLEASE REMEMBER

Absence from school can seriously disrupt your child's continuity of learning. Not only do they miss the teaching provided on the days they are away; they are also less well prepared for lessons upon their return. There is a consequent risk of underachievement, which together we must seek to avoid.

Amendments to the 2006 regulations (2013) make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Parents do not have the automatic right to withdraw pupils from school and, in law, have to apply for permission in advance. Please complete this form and **email/ hand in at Reception** at least 2 weeks before leave is taken.

You are advised NOT to make arrangements until your request has been considered by the school. Absence which has not been agreed in advance by the Headteacher is marked as "unauthorised absence" and may result in a penalty notice being issued. Please ensure that you have read the school's attendance policy.

**This form must be completed and returned to the child's school
no less than 2 weeks before the planned absence.**

Pupil Details			
Name		Date of Birth	
Address			
Post Code		Class/Tutor	
Absence Date			
Reason for Absence			

Sibling Details			
Name		Date of Birth	
School			
Name		Date of Birth	
School			

Parent/Guardian Details (1)			
Name		Date of Birth	
Address			
Post Code			
Phone			
Relationship to Pupil			
Signature		Date	

Parent/Guardian Details (2) – Any other adult with parental responsibility*			
Name		Date of Birth	
Address			
Post Code			
Phone			
Relationship to Pupil			
Do you agree with leave taken/ Any other comment			
Signature		Date	

*The definition of 'parent' in education is different. For educational purposes, general rights and responsibilities are acquired simply by having care of the child.

- Birth parents and others are included.
- Any adult who lives with the child and helps to bring them up can be held responsible for their school attendance and can be prosecuted for their unauthorised absence (step parents, partners, grandparents, family friends etc.).
- Anyone who does have parental responsibility, but does not live with the child for example, following a divorce/separation, can also be held liable, however there would have to be reasonable grounds that they were able to exercise some parental authority. To establish this, does the absent parent have any influence or day to day care of the child?

A copy of this form will be emailed to you

Dear parent/carer,

Re:

Further to your recent request for leave of absence.

Leave of absence authorised betweenand

☐ Please ensure that your child returns to school promptly following the planned absence as failure to do so can result in their removal from the school roll.

Leave of absence refused. Any absence from school betweenand will be marked as unauthorised and I may decide to refer to the local authority to request a Penalty Notice (to each parent) of up to £160 (S.444(1) Education Act 1996).

Signed.....(Headteacher) Date:.....

Penalty Notices:

Through section 444A and section 444B of the Education Act 1996, it has become possible that certain cases of unauthorised absence can be dealt with by way of a Penalty Notice. Penalty Notices require each parent of a child of compulsory school age, whose attendance has been unsatisfactory, to pay a penalty, currently £80.00 if paid within 21 days or £160.00 if paid within 28 days for the first Penalty Notice. There is also an escalation process whereby if a 2nd Penalty Notice is issued within 3 years for same parent in respect of the same child it is a £160 flat rate if paid within 28 days and for a 3rd Penalty Notice, legal action will be considered.

If you don't pay the Penalty Notice: In such cases you will be automatically summonsed to appear in Court for an offence under Section 444(1) Education Act 1996 and can result in a criminal conviction recorded against you.

CURRENT ATTENDANCE %
