



Dear Parents/Carers,

REQUEST FOR AN ABSENCE IN TERM TIME

We are committed to work with you and your child to enable them to fulfil their potential. Extended absence from school will disrupt your child's learning and academic progress. You may consider that an absence/holiday will be educational, but your child will still miss out on the teaching that their peers will receive during the absence. This is something we all have a responsibility to avoid.

In September 2013, the Department for Education amended the guidelines in relation to absences in term-time. The new legislation will only allow a head teacher to grant a leave of absence if there are exceptional circumstances. A family holiday during term time does not fall into the category of "exceptional circumstances" and therefore such requests for leave of absence will be refused. If you consider that your request for an absence is exceptional you will need to complete the form overleaf and return it to the school office at least 10 days before the start of the absence. Please be aware that if the absence is not considered to be exceptional and you nevertheless take your child out of school, the absence will be recorded as unauthorised.

WARNING: If you allow your child to miss school without obtaining approval of the school, you may be issued with a Penalty Notice. The FPN is issued 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. Please be aware that the FPN is issued **per parent, per child.**

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

Yours sincerely,

C. Monk

Mrs C Monk
Vice Principal
Attendance Lead

APPLICATION BY PARENT/CARER FOR PUPIL'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Pupil's Name Registration Group

First day of absence Date of return to school

Total number of school days missed

Reason for absence (**Family holiday is NOT an acceptable reason for absence***)

.....
.....
.....

I understand that if my son/daughter accrues five school days of unauthorised absence, the Local Authority will be notified and a Penalty Notice will be issued. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £60 which increases to £120 if not paid within the first 21 days. I understand that failure to pay this will result in legal intervention.

Name of Parent/Carer completing application

Signed Dated

****Please ensure you hand the completed form into the school office at least 10 days' prior to the proposed absence. The whole of this form will be photocopied and returned to you with the section below completed.***

For Office Use Only:

AUTHORISED: Your request has been authorised for the following dates:

___ / ___ / ___ to ___ / ___ / ___

UNAUTHORISED: Your request for a leave of absence during term time has not been authorised for the following reason and your son/daughter should attend school as usual:

- Unfortunately, I cannot authorise holidays in term time under National guidelines
- 's attendance is%. Absence will not be authorised where attendance is already a concern
- Other

Signed Attendance Lead Date ___ / ___ / ___



A University of Chichester
ITT Partner School

Building Brighter Futures

Southway Primary School is part of United Learning. United Learning comprises: UCST (Registered in England No: 2780748. Charity No. 1016538) and ULT (Registered in England No. 4439859. An Exempt Charity). Companies limited by guarantee. VAT number 834 8515 12.

Registered address: United Learning, Worldwide House, Thorpe Wood, Peterborough, PE3 6SB.



RENAISSANCE
Champion School