



**Southway Primary School**  
The best in everyone™  
Part of United Learning

South Way  
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Principal: Mr A Blackman

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,

*J. Chubb*

Mrs J Chubb  
**Assistant Principal (KS1)**  
**Attendance Lead**



A University of Chichester  
ITT Partner School

**Building Brighter Futures**

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



RENAISSANCE  
**Champion School**

# 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 \_\_\_ / \_\_\_ / \_\_\_



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