

# REQUEST FOR A CHILD TO BE ABSENT FROM SCHOOL DURING TERM TIME

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. The Department for Education has directed that absence of school children in term time may only be considered in exceptional circumstances. Such absences must be rare, significant, unavoidable and short. If an event can reasonably be scheduled outside of term time, then it would not be normal to authorise absence. **This form must be completed and returned to school no less than 2 weeks before the planned absence**.

I would like my son/daughter Class

To be absent from school (Dates) From  To

This absence must be in term time because: .....................................................................................................................................

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**Signed** (Parent/Carer): **Date:**

**Name** (Printed):

**Address**:

**Postcode:**

# BELOW TO BE COMPLETED BY THE SCHOOL

Dear …………………….,

Further to your recent request for leave of absence

Current Attendance

**Leave of absence authorised**

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

**Leave of absence refused.** The absence will be marked as unauthorised. If you proceed, please note that any unauthorised absence could result in a Fixed Penalty Notice. We may refer to the Attendance and Welfare Support Service who may issue a penalty notice of up to £160 per parent, per child if paid within 28 days; which can be reduced to £80 per parent, per child, if paid within 21 days.

**B&NES Website for parents** – Penalty Notice code of conduct.

<https://beta.bathnes.gov.uk/pay-penalty-notice-non-attendance-school>

[Information for Parents and Carers August 2024 (1).docx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fbeta.bathnes.gov.uk%2Fsites%2Fdefault%2Ffiles%2FInformation%2520for%2520Parents%2520and%2520Carers%2520August%25202024%2520%25281%2529.docx&wdOrigin=BROWSELINK)

**If you would like any support or advice regarding this, please contact the school office.**

Comments .............................................................................................................................................................................................

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Signed: Date:

