



Trinity St Stephen First School

REQUEST FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Please complete and return this form to the school office at least 14 days prior to requested dates.

To: Headteacher at Trinity St Stephen First School

I wish to request authorisation for my child to be absent from school from (date) \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_. He/she will return to school on \_\_\_/\_\_\_/\_\_\_. The total number of days absence requested is \_\_\_\_\_.

Name of Pupil: \_\_\_\_\_ Class: \_\_\_\_\_

Please explain the exceptional circumstances:

.....
.....

Education Act 1996 Section 444 (1) 444(1A) states that:
The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable:-
a) to his/her age, ability and aptitude; and
b) to any special needs he/she may have either by regular attendance at school or otherwise.
Failure to do so may result in legal action taken against the parent under the above legislation.
The Education (Pupil Registration) (England) (Amendment) Regulations 2013 explanatory note states:
Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil; except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application. Leave of absence taken without authorisation may be referred to the Education Welfare Service. This may result in prosecution in the Magistrates Court, or a Fixed Penalty Notice. If a Fixed Penalty Notice is issued, a separate Notice will be issued to each parent for each child.

- I have read and understood the school's Attendance Policy (available on the school website - a hard copy is available upon request.)
I understand the school's policy regarding unauthorised absence.

Parent/Carer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For office use only.
% attendance to date \_\_\_\_\_ Date of interview with Headteacher: \_\_\_/\_\_\_/\_\_\_ n/a
C (authorised absence) Letter date / / Registers amended / /
G (unauthorised holiday) Salutation

## **ATTENDANCE POLICY**

Our Attendance Policy can be found on the TSS website and hard copies can be requested from the office.

The governors expect the school to be working towards a goal of 100% attendance.

## **LEAVE OF ABSENCE**

There may be exceptional circumstances for your request. Please see below a table of examples where permission may be granted.

Illness, medical and dental appointments	If a child is unable to attend school for these reasons please let the school know in advance, if possible or by 10am of the day of illness. School must receive a call on every day of illness. Every effort should be made to make appointments outside of school hours.
Close Family bereavements (close family is mother, father, brother, sister)	Absence under these circumstances would be authorised.
Serious illness of a close family member	Absence under these circumstances may be authorised.

Special Occasions	Only exceptional circumstances will be authorised by the Head Teacher. A Leave of Absence Form must be completed two weeks advance.
Public performances/ sporting events/external exams	Absence for participation in sporting events or external exams must be requested by completing a Leave of Absence Form two weeks in advance. These events will normally be authorised.

## **HOLIDAYS**

There are approximately 190 school days in the academic year, leaving 175 days available for children to take holidays. Lengthy and repeated absences put children's education at risk. The school actively discourages any child being absent from school.

**There are no circumstances in which absence for family holiday will be authorised.** Absence in these circumstances will be recorded as unauthorised.

There will be **PENALTY NOTICES** issued by RBWM for 10 or more consecutive sessions of unauthorised absence (a session is a morning or afternoon) i.e. 5 unauthorised consecutive days or more (holidays in term time) or 10 or more unauthorised absences i.e. 5 unauthorised days in an academic year. A Penalty Notice currently requires a payment of £60 per parent/carer per child within 21 days or £120 between 22 and 28 days and will result in prosecution for unauthorised absence if not paid.

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