

**Holy Cross Catholic Primary School**

Laburnum Drive, Walmley, Sutton Coldfield B76 2SP

**ABSENCE REQUEST FORM (exceptional circumstances only)**

To: The Principal / HeadTeacher of .....

I wish to apply to have the following absence authorised, for:

Child's name ..... Class/Year .....

Child's name ..... Class/Year .....

Date from ..... date to .....(inclusive)

Name of Parent(s)/Carer(s): .....

Address: .....

..... Date .....

**Please fully explain the exceptional circumstances that you would like the school to consider. This section must be completed. Please continue on a separate sheet if needed**

Signature of Parent(s)/Carer(s)  
.....

Office use only			* Absence authorised * Absence unauthorised <b>*Please delete</b>
Date form received	No of school days absence requested	% Attendance	

**A Photocopy of this form has been retained**

Please note that even if this absence request is authorised you may still receive letters of concern from either the school or Local Authority if your child's attendance drops below a level that the school deems acceptable,

Pupil(s) name(s).....Class/Year.....

Absence authorised from .....to ..... (Inclusive)

Absence unauthorised current attendance ..... % as of ...../...../20.....

Signed ..... (Principal/Head Teacher)

Date.....

**NOTES TO PARENTS/CARERS**

The law does not grant parents/carers an automatic right to take their children out of school during term time. If the request is for an absence in term time you must have Parental Responsibility and be the parent/carer with whom the child normally lives. Permission must be sought at least 20 days in advance. If the circumstances relating to this request are considered exceptional and the absence is authorised by the school, the authorising of the absences will be conditional on the child(ren) attending satisfactory up to the date covered by this request. We withhold the right to terminate this agreement in such circumstances.

Warning: If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence. A significant amount of unauthorised absence may make you liable to a Penalty Notice for each child, payable by each parent/carer, or the subject of court proceedings which could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months.

## AVOIDABLE ABSENCE IN TERM-TIME

**IMPORTANT:** Please read carefully the information below.

**WARNING:** If you allow your child to miss school in term time for an avoidable reason without obtaining the prior approval of the school, the local authority may issue a Penalty Notice\* per parent per child, or made the subject of court proceedings under section 444 Education Act 1996.

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.

THE FACTS	THE LAW
<p>Children are expected to attend punctually on the days that the school is open. Whilst there are a number of unavoidable reasons why a pupil might be away from school (illness, exclusions etc), the legislation is clear that any avoidable absence may only be authorised by a school if there are <b>exceptional circumstances</b>.</p> <p><b>WHAT YOU SHOULD CONSIDER</b></p> <p>Research suggests that children who are taken out of school may never catch up on the learning they have missed. This may affect test results and can be particularly harmful if the child is studying for final year examinations. Children who struggle with particular subjects may also find it even harder to cope when they return to school.</p> <p>If the school is unable to authorise the absence and the child is still taken out of school, this will be recorded as <b>unauthorised absence</b> and you may receive up to £120* fine per parent for each child.</p>	<p>The law allows schools to consider individual requests to authorise a future avoidable absence. However before the school can authorise any such requests, they must satisfy themselves that there are <b>exceptional circumstances</b> which justify such a decision. It is entirely the responsibility of the parent submitting the request to provide sufficient information/evidence in order to establish this fact. The request for leave must come from a parent with whom the child normally resides. If a child then stays away from school for more than the authorised period this must be recorded as unauthorised absence and could be quoted in any future proceedings for poor attendance.</p> <p>If the child is away from school for a total of four weeks or more, the school <b>may</b> have the option to take the child off roll subject to the Education (Pupil Registration) (England) Regulations 2006.</p> <p>In the case of unexpected extended absence, it is advisable that the parent fully informs the school as to the reasons. If a child is removed from roll, there is no guarantee that the child will regain a place at the school.</p>

\*If you are issued with a penalty notice by the Education Investigation Service you are required to pay £60, if paid within 21 days, increasing to £120 if paid after 21 days and before 28 days. When a penalty notice is not paid you may be prosecuted without further reference. Remember a penalty notice would be issued for each parent and each child.