

# Absence Request Form

## Notes to parents/carers

The law does not grant parents an automatic right to take their child out of school during term time. We publish the dates of school terms well ahead, this is to help you plan your holidays and check that it does not clash with the school term. **Permission must be sought in advance.**

When deciding whether to allow term time leave, for any reason, the school will consider:

- **Are the circumstances surrounding the request exceptional**
- The time and duration of the leave (e.g. closeness to Standard Attainment Tests (SATs) in Year 2 and Year 6)
- Your child's record of attendance
- Learning that will be missed

**Warning:** if the school refuses your request and the child is still taken out of school, this will be recorded as an **unauthorised absence**.

## To the Headteacher and Governors of Dobwalls Community Primary School

I wish to apply for

Name(s) of Child(ren) .....

Class (es) .....

to be authorised as being absent from school from ..... to ..... inclusive

Please state clearly the exceptional circumstances which mean that this absence cannot be taken during a school holiday:

Signature of Parent/Carer ..... Date .....

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

Address .....

### **PLEASE NOTE**

**This letter constitutes a formal warning. Should the above leave of absence be unauthorised and then taken, the matter will be referred to the Education Authority. This may result with you being issued with a penalty notice, failure to pay this could result in legal action being taken against you.**

Please read overleaf

**We hope that when you have read this leaflet you will consider that your child's education is too important to request any absences during term time.**

Office use:

F.A.O. ....

**Authorised** The School agrees to your child being absent from school on the specified dates.

**Absence dates** \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ **Total Days**  **to date**   
(for this period) (this academic year)

**Unauthorised** The School **does not** authorise your request for leave in term time

Signed ..... Headteacher Date .....

### **The Law**

The law does not say that parents have an automatic right to take their child out of school for holidays during term time. You have a legal duty to make sure your child attends school regularly and punctually. Research shows that pupils perform better if their parents or carers emphasise the importance of attending school. The school and the Local Authority monitor your child's attendance and will take action if it is poor.

Only in exceptional situations will Governors give permission for any absence.

Advice from the Department for Education in March 2008 states that schools can only approve absence for family holidays if they consider there are special circumstances. Holiday prices, and the fact that the parents have booked a holiday before checking with the school, are not special reasons.

### **Penalty Notices for unauthorised absence**

If you decide to take your child out of school, without permission, you will be committing an offence under the Education Act 1996. We may refer the matter to Cornwall Council who as the issuing officer will may decide to take legal action against you. A penalty notice can be issued under Section 444A and 444B of the Education Act 1996. This carries a fine of £60 if paid within 21 days or £120 if paid after this but within 28 days. Fines are issued per parent/carer, per child. Failure to pay the penalty notice may result in Court action. Persistent absences not authorised by the school may result in a prosecution in the Magistrates Court, leading to fines up to £2,500 and/or custodial sentences.

Local Education Officers make termly visits to schools to review individual attendance figures and will visit families where children's attendance is low or there is persistent absence.

### **Guidance**

#### **Other absence from school will be authorised if it is for the following reasons:**

- Genuine illness
- Unavoidable medical / dental appointments (but try to make these after school if at all possible)
- Days of religious observance
- Exceptional circumstances, such as bereavement
- Seeing a parent who is on leave from the armed forces
- External examinations
- When Traveller

#### **Other absence from school will not be authorised:**

- For any type of shopping
- Looking after brothers, sisters or unwell parents
- Minding the house
- Birthdays
- Resting after a late night
- Relatives visiting or visiting relatives

Please contact the Headteacher if you wish to discuss this issue.

**The law requires schools to be open to pupils for 190 days each year, and every day is important. Please help them not to miss any of this valuable time.**