

REQUEST FOR PUPIL ABSENCE FROM SCHOOL
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Name:

Class:

First day of absence:

Return to school:

Numbers of days absent:

Reason for the request for absence during school time.

These need to be detailed and valid, explaining why it should be considered as an exceptional circumstance.

The Law

The new legislation does not give any entitlement to parents to take their child on holiday during term time.

Any application for leave of absence must be in exceptional circumstances and the Head Teacher must be satisfied that the circumstances warrant the granting of leave of absence. Parents can be fined by the Local Authority for taking their child on holiday during term time without consent from the school.

Payment of Penalty Notices

Changes to payment deadlines:

£60 if paid within 21 days (previously 28 days) rising to £120 if paid within 28 days (previously 42 days);

Failure to make payment will result in the local authority taking legal action for failure to ensure regular attendance at school under Section 444 (1) Education Act 1996.

Fines are per parent/carer per child

However, in exceptional circumstances schools may authorise, in advance, requests for periods of leave. 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 or if this request is not authorised, this must be recorded as unauthorised absence and may result in the Educational Welfare Service issuing a Fixed Penalty Notice.

Absence requests will be considered in line with the Education (Pupil Registration) (England) (Amendment) Regulations 2013

The Local Authority will be monitoring all school absences during term time and challenging those schools and parents that do not adhere to the new legislation.

Holiday prices, and the fact that the parents have booked a holiday before checking with the school, are not exceptional circumstances.

ACKNOWLEDGEMENT OF REPLY FOR ABSENCE

Authorised/Not Authorised

Signed

Headteacher

Date