



REQUESTS FOR LEAVE OF ABSENCE FROM SCHOOL

Any absence from school will disrupt your child's learning. Children returning from a term time absence are unprepared for the lessons which build on the learning they have missed.

The Department for Education (DfE) allows The Principal to consider authorising an absence during term time, only in 'Exceptional Circumstances' at the discretion of the Principal or designated member of staff.

All requests must be completed on the form overleaf, letters will not be accepted. This should be returned to school at least 14 days before the absence is due to commence.

Therefore, if your request is considered an Exceptional Circumstance the school **will contact you to confirm it will be authorised**, all other requests are automatically unauthorised in line with the Department for Education guidance.

In the case of an unauthorised absence of 5 days or more, the Local Education Authority will be notified of the absence and a Fixed Penalty Notice may be issued.

A penalty notice is a fine of £80 per parent per child, which increases to £160 if not paid within the first 21 days. Thereafter, if the penalty remains unpaid this may result in legal action.



Principal: Jim Coupe





ABSENCE REQUEST FORM

If you wish to request a planned absence from school for your child(ren), please complete the information below, in full. Please also refer to the Attendance information on the school website.

Student Name:

Mentor:

1.
2.
3.

Home Address:

.....

First day of absence: Date of return to school:

Total number of school days to be missed:

Reason for absence:

I understand that if the absence request is unauthorised and 5 days or more in length the Local Education Authority will be notified, and a Fixed Penalty Notice may be issued depending on my child's attendance record. I understand that a Fixed Penalty Notice is issued to each parent for each child that is taken out of school and that this is a fine for £80 which increases to £160 if not paid within the first 21 days. I understand that failure to pay this may result in legal action.

Name of Parent/Carer making application:

Signed: Date:

(Please ensure you are giving at least 14 days' notice of the proposed absence)



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