



Wivelsfield Primary School
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www.wivelsfield.org
Headteacher: Mrs H Smith BA Hons NPQH

ABSENCE REQUEST DURING TERM TIME

Dear Parents / Carers

The Department for Education (DfE) has amended the regulations and guidance in relation to absences in term-time. There is no automatic right to take your child out of school during term time.

From 1st September 2013, government legislation no longer enables head teachers to authorise requests for leave for children to be taken out of school unless there are considered to be **exceptional circumstances**. It is for the Head Teacher to determine the number of days a child can be away from school *if* the leave is granted. If you consider that your request falls into this category you will need to complete the form on the reverse of this notification. A response will be sent to you as soon as possible. If the absence requested is not considered to be an exceptional circumstance, and you nevertheless take your child out of school, the absence will be recorded as unauthorised in line with guidance from the DfE and the County Council.

This means that, in the case of an unauthorised absence, the Education Support, Behaviour & Attendance Service will be notified and a Penalty Notice may be issued. Please note that Penalty Notices are issued to *each* parent for *each* child taken out of school. A Penalty Notice is a fine of £60 which increases to £120 if not paid within the first 21 days. If the Penalty Notice remains unpaid this will result in further legal intervention.

All absence requests must be completed on the attached form, letters will not be accepted. This should be returned to the school a minimum of 14 days *before* the start of the absence.

Any absence from school will disrupt your child's learning. You may consider some absences to be educational but your child will still miss out on the teaching that their classmates will receive. Children returning from an absence are unprepared for the lessons which build on the teaching they have missed. Teachers then have to give more time to help individual children catch up on missed work. This poses a potential risk of the under achievement of other students in the class. This is something we *all* have a responsibility to avoid.

I hope you will support our efforts to raise attendance and attainment at our school.

Yours sincerely

Head Teacher

REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

If, after reading the letter on the reverse, you consider you have exceptional circumstances to request a leave of absence during term time, please complete this form and return to the school at least 14 days before the date you wish to remove your child from school.

Pupil Name Class

Home Address

First day of absence Date of return to school

Total number of days missed

Exceptional circumstances are as follows:-

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.....

I understand that if the request is unauthorised the Education Support, Behaviour & Attendance Service may be notified of the absence taken and a Penalty Notice may be issued. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £60 which increases to £120 if not paid within the first 21 days. I understand that if I do not pay this will result in legal action.

Name of Parent/Carer making application

Signed Dated

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

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Pupil Name Tutor Group

AUTHORISED: Your request has been authorised for the following dates: ___ / ___ / ___ to ___ / ___ / ___

UNAUTHORISED: Your request has been unauthorised for the following dates: ___ / ___ / ___ to ___ / ___ / ___

This means that it is not considered that the circumstances you describe are exceptional. If you proceed to take the absence a Penalty Notice/s may be issued.

Signed Head Teacher Date ___ / ___ / ___

