



AUTHORISED ABSENCES FOR TERM-TIME ABSENCE

Dear Parent/Guardian

Absences adversely affect the progress that pupils make. One of the most important things you can do for your child is make sure that they attend the School regularly and on time. It is only me, as the Head of School, that can authorise any absence from the School.

By law, we are only able to authorise time off for an exceptional, once-in-a-lifetime circumstance. Any applications must be received in writing in advance. The School cannot authorise absence requests on the basis of cost nor can the School authorise a known absence retrospectively.

Unauthorised absence will form part of a pupil's record. It is often difficult for pupils to catch up with work as they miss out on the interaction with the teacher and other pupils.

Failure to ensure your child's regular attendance at school could result in either: A Penalty Notice being issued to you by the local authority; or prosecution proceedings being issued against you in the Magistrates' Court – please note that this action will also be taken should you be issued with a Penalty Notice that you fail to pay.

The first Penalty Notice issued to each parent/carer for unauthorised term-time absence will be charged at £160 (per parent/per child) if paid within 28 days, reducing to £80 (per parent/per child) if paid within 21 days.

If within 3 years of the first Penalty Notice, it is deemed appropriate to issue you with a second Penalty Notice in respect of your child's absence, the second Penalty Notice will be charged at a flat rate of £160 (per parent/per child) if paid within 28 days. There will be no opportunity to pay it at the reduced rate.

If there is a third occasion of unauthorised absence in a 3-year period, a Penalty Notice cannot be issued, and the local authority may proceed directly to court with a prosecution under the Education Act 1996, where if you plead guilty or are found guilty will mean you will have a criminal record.

Where there are significant concerns about your child's attendance, prosecution action may be taken, and no Penalty Notice will be issued.

If you wish to take your child out of the school for what you consider an exceptional reason, please complete the Appendix 2 form and return it to me. Please note that we may need to ask for additional evidence to support any request.

Yours faithfully

Kelly Jackson



REQUEST FORM FOR ABSENCE DUE TO EXCEPTIONAL CIRCUMSTANCES

I/we request that (name).....in form.....should be granted an authorised absence from (start date).....to (end date)..... This is a total ofSchool days.

I understand that this will result in work being missed and may affect the learning and achievement of my child.

I understand that the School requires at least 10 working days' notice of any planned absence and may need to ask for additional information before being able to process a request.

The reason for the absence is:

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I confirm that I am aware of the School policy and it is not possible to avoid this absence by using school holidays. I understand that this absence cannot be authorised unless it is deemed to be exceptional or a once-in-a-lifetime event.

Signature of Parent/Guardian:.....

Date:.....