



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 school regularly and on time. It is only me, as the Head of School, that can authorise an absence.

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.

I must warn you that failure to ensure your child's attendance is an offence under Section 444 of the Education Act 1996. If the absence is not authorised, then the Local Authority may take legal proceedings against you. This may result in:

- A Penalty Notice requiring payment of a penalty of up to £120 per parent per child. Failure to pay the penalty due could result in a prosecution.
- Prosecution under Section 444(1) Education Act 1996, where if convicted you may be fined up to £1,000.
- Prosecution under Section 444(1) Education Act 1996 where if convicted you may be fined up to £2,500 and/or a custodial sentence.
- Parents should be aware that aggravated non-attendance (where parents have already received a penalty notice) will be recorded on the National Police Computer and will be declared on any DBS checks carried out.

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

Yours faithfully

Kelly Jackson  
Head of School



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

.....

.....

.....

.....

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:.....