BEFORE READING AND COMPLETING THIS PAGE, PLEASE MAKE SURE YOU HAD READ THE PAGE OVERLEAF

ABSENCE REQUEST FORM (exceptional circumstances only)

| To: The HeadTeacher of Millfield Primary | | | | | | | | | | |
|---|---|---|--|------------------------------|---|--|--|--|--|--|
| I wish to apply to have an 'avoidable' absence authorised, for: | | | | | | | | | | |
| Child's | name | | | . Class/Year | | | | | | |
| Child's | name | | | . Class/Year | | | | | | |
| Date fr | om | | date to | | (inclusive) | | | | | |
| Name | of Parent | (s)/Carer(s): | | | | | | | | |
| Addres | s: | | | | | | | | | |
| con: | sider. Th | that I may be requient(s)/Carer(s) | ired to attend a mee | e continue on a separ | ate sheet if needed. | | | | | |
| | | Office use only | 0/ 0// | □Absence authorised | Code | | | | | |
| Date form received | | No of school days absence requested | % Attendance | □Absence unauthorised | t | | | | | |
| | | | | Signed | Headteacher | | | | | |
| This p Please school of Pupil(s | ortion to note that e or Local Au) name(s) Year Absence | be returned to pareven if this absence reuthority if your child's absence reuthority if your child absence reuthority is authority if your child absence reuthority is a constant of the your child absence reuthority is a constant of the your child absence reuthority is a constant of the your child's absence reuthority if your child's a constant of the your child's absence reuthority if your child's absence reuthority if your child's a constant of the your child's absence reuthority if your child's a constant of the your child's a constant of the your child's absence reuthority if your child's a constant of the your child of the your child of the your child of the your child's a constant of the your child's a constant of the your child's a constant of the your child of the your child's a constant of the your child's a constant of the your child | rents/carers equest is authorised you attendance drops below | v a level that the school do | of concern from either the eems acceptable(Inclusive) | | | | | |
| | 5 | | • | , | | | | | | |

NOTES TO PARENTS/CARERS

The law does not grant parents/carers an automatic right to take their children out of school during term time. If the request is for an absence in term time you must have Parental Responsibility and be the parent/carer with whom the child normally lives. Permission **must** be sought in **advance**. If the circumstances relating to this request are considered exceptional and the absence is authorised by the school, the authorising of the absences will be conditional on the child(ren) attending satisfactory up to the date covered by this request.

Warning: If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence. An unauthorised absence may make you liable to a Penalty Notice for each child, payable by each parent/carer, or the subject of court proceedings which could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months. Any parent who takes a child out of school for term time leave for 10 consecutive sessions (5 days) or more, not authorised by the school (under exceptional circumstances rule), may receive a Penalty Notice*. Schools may also request prosecution, in exceptional circumstances where a parent takes a child out of school during term time for an extended period (20 days or more).

AVOIDABLE ABSENCE IN TERM-TIME

IMPORTANT: Please read carefully the information below before completing the form.

Millfield Primary Primary, the Local Authority and Government believe that absence during term time should be avoided as it can have a damaging effect on a pupil's education and overall achievement. However, it is recognised that there may be exceptional reasons that may justify authorisation of the absence by the Headteacher.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 explanatory note states:

Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.

As a result of the changes on 19th August 2024 we have revised our Attendance Policy, which from 1st September 2024 will include the following:

- Application is to be made in advance by the parent with whom the child normally resides on the form headed 'Absence Request .' This can be obtained from the school office.
- Leave of absence will only be granted where the Headteacher considers it is due to 'exceptional circumstances'. Parents will be informed within 7 school days as to whether the request has been authorised or unauthorised.
- If a pupil takes unauthorised term-time leave for 10 consecutive sessions or more (generally 5 days) they will be subject to a Penalty Notice. The fine for a penalty notice is £80 per child, per parent/carer, increasing to £160 if not paid after 21 days but within 28 days for pupils who are of statutory school age.
- If a penalty notice remains unpaid, parents may be the subject of court proceedings for failing to ensure the regular school attendance of their child and this could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months per parent.
- For second offences of unauthorised term-time leave (10 consecutive sessions or more) within a three-year rolling period, the fine is a flat £160 per parent, per child.
- For the third offence in a three-year rolling period, the referral will be automatically considered for prosecution in relation to Section 444 Education Act 1996.

The word 'parent' for the purposes of attendance includes anyone who lives with the child and has day to day care of that child. This is in addition to legal guardians and those with parental responsibility.