

FOR OFFICE USE:

Number of requests for absence to date in academic year:

.....

Total number of days for leave/absence this academic year:.....

Pupil's present % attendance for this academic year:

Leave of Absence: Authorised
 Unauthorised

Number of Days:

Letter needed to Parents: YES / NO

Date of letter sent to parents:

Signed:
 Principal

Date:



"Striving to be better everyday"

REQUEST FOR LEAVE OF ABSENCE DURING THE SCHOOL TERM



**REQUEST FOR LEAVE OF ABSENCE DURING
THE SCHOOL TERM**

WARNING TO PARENTS AND CARERS

Completing this form will not give you automatic permission to take your child on leave during term time. Whilst parents/carers/guardians can provide explanations for absences, it is at the Academy's discretion as to whether this absence will be authorised or unauthorised.

The Brooke Weston Trust Academies and the Local Authority have been working together to reduce the amount of leave taken in term time by requesting Penalty Notices are issued under Section 444(1) of the Education Act 1996 (amended regulations 2013).

Parents need to be aware that a Penalty Notice will be issued for 5 days of absence (10 sessions).

There is clear evidence that any absence can and will have an impact on attainment. It is therefore important that schools maintain good attendance levels and that parents support this by ensuring their children attend school regularly.

Other criteria for Penalty Notices include a pupil having a high number of unauthorised absences within an academic year and where an excluded pupil is found in a public place during school hours without a justifiable explanation.

A Penalty Notice results in:

- cost of £60 per parent/adult for each pupil/child. This will require payment being made to the Local Authority within 21 days.
- the cost increases to £120 per parent/adult for each student/child if payment is not received within 28 days
- if the penalty is not paid in full by the end of the 28 day period, the Local Authority **may** instigate Court Proceedings and the outcome of a prosecution could be up to £1,000 per parent/adult

Further advice and guidance on this matter can be located through the Department of Education website entitled "*Advice on School Attendance*" or the Northamptonshire County Council website entitled "*Attendance & Behavior Support for Parents*"

You must inform the school immediately if your child's return is going to be delayed. Failure to inform the school might mean that you would have to re-apply for a place at the school for your child. If your child's place is no longer available you would need to find a place for your child at another school. I hope that Gretton Primary School will have your full support in maintaining a high level of attendance throughout the academic year.

By signing this request you are accepting that you have read and understood the terms outlined above.

Please return the completed form to the school office.

I am requesting permission to take exceptional leave of absence for the child/ children named below:-

Name of child/ren:

Class: Number of school days absent:

Period of absence: From: To:

Date of return to school:

Destination:

Reason for request for exceptional leave:

.....

.....

Brothers/Sisters requesting exceptional leave from other schools:

Name(s):

School:

Details of person to be contacted if your child does not return to school on the agreed date:

Name of contact person:

Address of contact person:

Telephone number of contact person:

Name of Parent/Carer

Signature of Parent/Carer

Date: