

## SCHOOL ABSENCE REQUEST FORM



Form to be returned to the school office with a **minimum** of two weeks' notice

**Please note:** we are legally bound to monitor the attendance of all children and take appropriate action in line with DfE attendance guidance.

Name of Pupil: .....	Class: .....
Date of Birth: .....	
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<p>Please detail the reasons why you are requesting to take your child out of school. You may be invited into school to discuss your request with the Headteacher. (please attach your supporting evidence if applicable)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p><b>Please note that leave of absence for holidays will not be authorised, and if taken, may be referred to the local authority for a fixed penalty notice (in line with DfE and local guidance).</b></p>	
Address: ..... ..... Contact No: .....	
Leave of absence from (date): ..... To (date): ..... Number of school days you child will be absent from school .....	
Signature: .....	Date: .....
Name of Parent/Carer: .....	

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### SCHOOL USE ONLY:

**Previous requests for leave of absence:** **YES/NO**

**Date received:** ..... **% Attendance:** .....

**Date of meeting/phone call with parents (if applicable):** .....

**Rationale of decision taken** .....

.....

**Please read notes overleaf**

## Remember:

- Every day your child is absent from school is an opportunity missed and we strongly advise that you do not take them out of school during term time.
- The more time your child is in school, the more they will learn.
- There are only 190 statutory school days which leaves 175 days for holidays.
- When children attend school consistently they are more likely to do well in their work, develop good friendship groups, build strong relationships and feel connected with the school community
- **A 10 day absence taken during term time is 20 learning sessions your child will never get back.**
- There is clear evidence of a link between poor attendance at school and low levels of academic achievement
- Your child may find it difficult to catch up on the work they've missed

## OUR AIM IS TO:

IMPROVE CHILDREN'S ATTENDANCE AT SCHOOL

MAKE SURE THAT CHILDREN GET THE BEST CHANCE IN EDUCATION

HELP THEM TO FULFIL THEIR POTENTIAL IN LIFE



## Please note:

Should your child's absence be referred to the Local Authority for a Fixed Penalty Notice, the charges are as follows:

- **First** penalty notice - £160 paid within 28 days/£80 paid within 21 days.
- **Second** penalty notice - £160 if paid within 28 days.
- A **third** penalty notice will not be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. Other actions will be considered such as prosecution, or other legal intervention.