

## Request for Absence

Name of child: ..... D.O.B..... Year .....

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I, being the parent/ guardian of the above child/ren, request that you consider allowing my child/ren to be absent.

**Reason for absence:**

Period of absence from ..... to .....

Signature of parent / guardian.....Date .....

**Please note**

The Education Act 1996 states that all children should attend school regularly and punctually. Section 444 of the Act says:

- If a child of compulsory school age who is a registered child at a school fails to attend regularly at the school, his / her parent is guilty of an offence.
- Only the school can grant leave of absence. Permission for absence may only be granted in exceptional circumstances. Absences that are not authorised by the Headteacher are classified as truancy and are reported to the DFE annually.
- A list of absences that may be authorised is on the reverse of this form.
- When considering this application, the Headteacher will take into account the child's previous attendance record and the impact the absence will have on the child's education.
- Our Attendance Policy is available on the school's website or from the office.

The Headteacher will complete this section and you will be notified by email of the outcome of your request. This form will be kept on your child's records in school.

**Please supply an email address for your notification:** \_\_\_\_\_

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I authorise / do not authorise this absence.

Reason for leave of absence not being authorised .....

Signed..... (Headteacher) Date.....

## Authorised and Unauthorised Absences

An absence **may** only be authorised by the Headteacher in the following **exceptional** circumstances:

- Dental / medical appointments;
- Day(s) of religious observance;
- Family bereavement;
- A family holiday where a parent's circumstances restrict when they can take a holiday **(this is reserved for specific employment such as the armed forces)**;
- Exceptional special occasions, e.g. wedding of a **close** family member Attendance at a Child Referral Unit;
- The child does not live within walking distance and no suitable travel arrangements have been made by the Local Education Authority;
- Participation in an approved public performance;
- Participation in an approved educational event or activity;
- The child's parents are travellers and the child is engaged in his / her parents' work.

The following categories of absence **will not** be authorised:

- If no explanation for absence is received from parents;
- Looking after siblings or other family members;
- Shopping trips;
- Unexceptional special occasions, e.g. birthdays;
- Family holidays that do not meet the exceptional circumstances criteria mentioned above.

From 1 September 2014, we will inform Suffolk CC when eight or more (4 whole days in total) unauthorised absence sessions have occurred in an academic year. Suffolk CC will then issue fixed penalty notice fines. We will send out a reminder about attendance when 4 (2 whole days in total) unauthorised sessions have been recorded in a calendar year.

The penalty is £60 if paid within 21 days; please note this is £60 for each child, for each parent/carer (i.e. 2 children, 2 parent/carers = £240 fine) increasing to £120 between 21 and 28 days. If you do not pay the penalty in full within 28 days of the issue, the Local Authority is required to start legal proceedings against you in the Magistrates Court for the original offence of failing to ensure your child attends school regularly. This may lead to a fine up to of £1000, Details of payment arrangements will be included on the Penalty Notice Fine. There is no statutory right of appeal once a notice has been issued; the penalty must be paid in full.