



Torre C of E Academy

ABSENCE REQUEST FORM

To: Mrs Kendell

I wish to apply to have an absence authorised for:

Child's name Class/Year

Child's name Class/Year

Do you have another child who attends at a different school that will also be absent? If so, please state the child's name and school:

Date of Absence fromdate to(inclusive)

Name of Parent(s)/Carer(s):

Address:

Please fully explain the **exceptional circumstances** that you would like the school to consider. This section must be completed. Please continue on a separate sheet if needed.

Please tick to confirm you have read attached letter LA Warning letter (back page)

Name of Parent/Carer Signed: Dated:

Name of Parent/Carer Signed: Dated:

****both parents/carers must sign request****

Office use only	
Date form received	No of school days requested and current attendance

Please note that even if this absence request is authorised you may still receive letters of concern from either the school or Local Authority if your child’s attendance drops below a level that the school deems acceptable,

Pupil(s) name(s).....

Class/Year.....

Absence authorised fromto (Inclusive)

Absence unauthorised fromto(inclusive)

Signed: (Headteacher) Date:

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 satisfactorily up to the date covered by this request.

WARNING TO PARENTS

If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence. A significant amount of unauthorised absence may make you liable to a Penalty Notice. A penalty notice carries a fine of £60 per parent per child if paid in full within 21 days or £120 if paid in full after this time but within 28 days. If unpaid you could be 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.

Parents should note: Only **one** Penalty notice will be issued in any **two year period**. This means that if a Penalty notice has been paid, and the child accumulates a further ten sessions of unauthorised absence (5 school days), this will result in the parent/carer receiving a summons to court for an offence contrary to s444 Education Act. The matter cannot be dealt with by way of a further penalty notice being issued.

For your information

- **90% attendance = half a day missed each week**
- **90% attendance over one school year = four weeks of lessons missed**
- **90% attendance over five school years = half a school year missed**

AVOIDABLE ABSENCE IN TERM-TIME

IMPORTANT: Please read carefully the information below.

WARNING: If you allow your child to miss school in term time for an avoidable reason without obtaining the prior approval of the school, you may be issued with a Penalty Notice* per parent per child, or made the subject of court proceedings under section 444 Education Act 1996.

As a parent/carer, you can demonstrate your commitment to your child's education by not allowing your child to miss school for anything other than an exceptional and unavoidable reason.

THE FACTS	THE LAW
<p>School aged pupils in Torbay maintained schools are expected to attend punctually on the 190 days that the school is open. Whilst there are a number of unavoidable reasons why a pupil might be away from school (illness, medical appointments, exclusions etc), the legislation is clear that any avoidable absence may only be authorised by a school if there are exceptional circumstances.</p> <p>WHAT YOU SHOULD CONSIDER</p> <p>Research suggests that children who are taken out of school may never catch up on the learning they have missed. This may affect test results and can be particularly harmful if the child is studying for final year examinations.</p> <p>Children who struggle with English or Mathematics may also find it even harder to cope when they return to school, while younger children may find it difficult to renew friendships with their classmates.</p> <p>If the school is unable to authorise the absence and the child is still taken out of school, this will be recorded as unauthorised absence and you may receive a £60* fine per parent for each child.</p>	<p>The law allows schools to consider individual requests to authorise a future avoidable absence. However before the school can authorise any such requests, they must satisfy themselves that there are exceptional circumstances which justify such a decision. It is entirely the responsibility of the parent submitting the request to provide sufficient information/evidence in order to establish this fact. The request for leave must come from a parent with whom the child normally resides</p> <p>If a child then stays away from school for more than the authorised period this must be recorded as unauthorised absence and could be quoted in a prosecution for poor attendance.</p> <p>If the child is away from school for a total of four weeks or more, the school may have the option to take the child off roll subject to the Education (Pupil Registration) (England) Regulations 2006.</p> <p>In the case of unexpected extended absence, it is advisable that the parent fully informs the school as to the reasons. If a child is removed from roll, there is no guarantee that the child will regain a place at the school.</p>

<p>Unavoidable absence from school will be authorised if it is for the following reasons:</p> <ul style="list-style-type: none"> ▪ Genuine illness ▪ Unavoidable medical / dental appointments (but try to make these after school if at all possible) ▪ Days of religious observance ▪ Seeing a parent who is on leave from the armed forces ▪ External examinations ▪ When Traveller children go on the road with their parents 	<p>Other examples of absence from school that <u>will not</u> be authorised:</p> <ul style="list-style-type: none"> ▪ Any type of shopping ▪ Looking after siblings or unwell parents ▪ Minding the house ▪ Birthdays ▪ Resting after a late night ▪ Relatives visiting or visiting relatives ▪ Family holidays
<p>Please contact your child's head teacher if you wish to discuss this issue.</p> <p>The law requires parents to ensure their children receive an efficient full time education, and every minute of every day is important. Please help them not to miss any of this valuable time.</p> <p>We hope that when you have read this leaflet you will consider that your child's education is too important to allow them to miss school for avoidable reasons.</p>	

*Penalty Notice £60 if paid within 21 days, increasing to £120 if paid after 21 days and before 28 days

Each year the Local Authority is expected to communicate with all parents of children attending a school in Torbay, to remind you of Torbay Council's policy in relation to school attendance. This letter is not a concern about YOUR child's attendance. We are encouraged to send it, so all parents and carers understand the framework. This letter is sent out by your child's school on our behalf. If your child's school have concern about your child's attendance, they will contact you directly.

Over the last year, the majority of families have ensured that their child attended school regularly and enjoyed the benefits of being on roll at one of Torbay's schools. If your child has no unauthorised absences, I would like to thank you for your continuing commitment to your child's education. However, we all need to continue to work together to make sure that all children attend school as much as possible so that any gaps in their learning can be quickly and efficiently filled. I would urge you to communicate with your child's school should there be any problems with your child's attendance. As soon as a problem with your child's attendance is identified, the sooner the parents and schools can work together to overcome the barriers for your child.

Parents/carers have a legal duty to ensure their child who is of compulsory school age receives an efficient, full-time education. Therefore, if your child has no unauthorised absences and their attendance is at 96% or above, you are giving your child the best chance to achieve their potential. If parents/carers fail to ensure their child's regular and punctual attendance at school, they are committing an offence, unless the absence has been authorised by the school.

We acknowledge that some absence, e.g., illness, is unavoidable. However, any requests for avoidable absences from school (including holidays) can only be agreed by the school in advance, so it is therefore essential that you apply to the school in writing as far in advance of the absence as is reasonably possible using a form supplied by the school. Please be aware that a school can only grant leave in exceptional circumstances. The Department for Education guidance states that "leave is unlikely to be granted for the purposes of a family holiday as a norm."

In situations where a child accumulates 10 or more sessions of unauthorised absences (one school day is made up of two sessions) within any six-month period, parents/carers will make themselves liable to receiving a Penalty Notice per parent/carer, per child. If a Penalty Notice is issued it carries a penalty of £60 if paid in full within 21 days or £120 if paid in full after this time but within 28 days. Part or late payments cannot be accepted and there is no legal right to appeal the Penalty Notice once it has been issued. If a Penalty Notice goes unpaid, this is likely to result in Court proceedings being instigated for an offence of failing to ensure regular school attendance contrary to section 444 Education Act 1996. Upon conviction of such an offence the maximum fine of £2500, or a maximum 3 months imprisonment, can be imposed.

Please note: only one Penalty Notice will be issued in any two-year period. This means that if a Penalty Notice is paid, and the child accumulates a further 10 sessions of unauthorised absence within the following two years, this will result in the parent/carer receiving a summons to Court for an offence contrary to s444 Education Act.

If you are considering taking your child out of school, you are reminded to read both your child's School Attendance Policy (normally on the school website) regarding avoidable absence in term time and the Local Authority's Penalty Notice Code of Conduct which can be accessed at: www.torbay.gov.uk/attendance.

Yours sincerely,



On Behalf of the Attendance Improvement Service