



*Request form for pupil absence from school*



Please fill in this form and return it to the school office. It will be passed on to Mrs Riley along with a copy of your child's attendance record and a decision will be made according to the point system.

Name	
Year Group	
First day of absence:	
Return to school:	
Number of days absent:	
Reasons for the request, stating why the absence has to be taken in term time:	

An amendment to the Education (Pupil Registration) (England) Regulations 2006 removes reference to family holidays and extended leave as well as the statutory threshold of ten school days. The amendments are clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. These amendments give parents no entitlement to take their child out of school for a holiday in term time. The DFE and LA will monitor the use of the holiday code (H) from September 2013.

If a child then stays away from school for more than the authorised period this must be recorded as unauthorised absence and may result in the Education Welfare Service issuing a Fixed Penalty Notice Advice from the Department for Children, Schools and Families. Payment of Penalty Notices £60 if paid within 21 days rising to £120 if paid within 28 days. Failure to make payment will result in the Local Authority taking legal action under Section 444 (1) Education Act 1996.

N.B. All children lose ground following absence from school. Children in Year 2 and Year 6 take national tests each year in May.

**ACKNOWLEDGEMENT OF REPLY FOR ABSENCE REQUEST**

To the parents of:

Your request for an absence from school for your child is: Authorised / Not Authorised

Reasons: (if not authorised)

Signed .....Headteacher

Date .....



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### Calculation Chart - Authorisation of Absence in Term time

The merits of each individual request should be evaluated by providing answers to ALL the following questions and scoring accordingly....

	Points Possible	Points allocated	Total
What stage of their education is the pupil in question at?	Children of Compulsory school age in any year group = 3 points Children of non-compulsory school age in any year group = 2 points		
What is the level of attendance of this particular pupil?*	70% to 80% = 4pts 80% to 85% = 3pts 85% to 93% = 2pts		
How close are they to a major exam or SATS assessment?	More than 16 wks = 1pt 8 - 16 weeks = 2pts 2 - 8 weeks = 3pts less than 2 weeks = 4pts Exam & SATs period 8pts		
How much absence leave has already been authorised in current academic year?***	8 or more = 4pts 5 to 7 days = 3pts 2 to 4 days = 2pts 1 to 3 days = 1pts		
Any special mitigating circumstances/ aspects of the absence which can be classed as part of that pupils curriculum requirements (& work set to satisfy these) as below:	Subtract 2 points from total.		
Details of mitigation ...			

**Reasons are detailed and valid Y/N**  
**Reasons explain how the child will benefit for the absence Y/N**  
**The request is considered to be an exceptional circumstance Y/N**  
**REQUEST APPROVED / REQUEST DENIED**

N.B. Absence requests where the total number of points exceeds 8 should not be authorised by the school .  
 The only variation to the above would be where there are, in the opinion of the Head Teacher 'exceptional circumstances.'  
 (incl. religious and cultural considerations)

\*Where the level of attendance is below 70% at the time of the request absence for holiday should not be authorised as the LA may well be in the process of prosecuting the parents.

**Consequences for parents taking children on holiday in term time which are not authorised by the school MAY result in a Penalty Notice being issued by the Local Authority**