

Brereton CE Primary School

School Lane, Brereton, Sandbach, Cheshire, CW11 1RN
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Web: www.breretonprimaryschool.co.uk Headteacher Mrs N Wood



REQUEST FORM FOR ABSENCE FROM SCHOOL DURING TERM TIME

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

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 unauthorised absence code (G) 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.



Love God, love learning, love one another.
(Matthew 22:36-40)

