

ABSENCE REQUEST FORM (exceptional circumstances only)

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To: The Headtea	icher of Maple Tree Pr	imary School.			
I wish to apply to have an 'avoidable' absence authorised, for:					
Child's name		Cla	ss/Year		
Child's name		Cla	ss/Year		
Date from date to (inclusive)					
Self-isolation period if travelling to a red list country Date from					
Name of Parent(s	s)/Carer(s):				
			you would like the school to		
If going abroad which country are your visiting:					
Signature of Parent(s)/Carer(s)					
	Office use only		Absence authorised	Code	
Date form received	No of school days absence requested	% Attendance	Absence unauthorised		
			Signed	Headteacher	
Sector 2.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1					
□ Absence authorised		from	to	(Inclusive)	
□ Absence unauthorised		from	to	(Inclusive)	
current attendance% as of/20					
Signed					
time you must have F	nt parents/carers an automa arental Responsibility and b	e the parent/carer with whor	n out of school during term time. If th n the child normally lives. Permissior sence is authorised by the school, the	n 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 satisfactoryily up to the date covered by this request. Schools are also able to use their discretion if they believe that parents have falsely reported a child absent due to illness and can request additional evidence before authorising the absence

Warning: 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 for each child, payable by each parent/carer, or 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. As of 1st September 2014, the Local Authority's access and inclusion service will not issue a warning letter but will proceed directly to issue the £60 penalty notice.

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	THFΙΔW				
THE FACTSPupils who attend schools within the Pinnacle Trust 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.WHAT YOU SHOULD CONSIDER	THE LAW 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				
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.	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.				
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.	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.				
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 $\pounds 60^*$ fine per parent for each child.	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.				
Unavoidable absence from school will be authorised if	it Other examples of channes from achool that				
is for the following reasons: • Genuine illness	it Other examples of absence from school that <u>will not</u> be authorised:				
 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 When a family needs to spend time together following a crisis External examinations When Traveller children go on the road with their parents At the discretion of the Head Teacher based upon individual special circumstances 					
The law requires parents to ensure their children receive an efficient full time education, and every					

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.

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.

*Penalty Notice £60 if paid within 21 days, increasing to £120 if paid after 21days and before 28 days. If payment is not made by this time, the Local Authority will prosecute parents in the local magistrates court. If convicted, parents could be fined up to £1000.