



BRINE LEAS SCHOOL

ABSENCE REQUEST FORM

Dear Parent/Carer

We would like you to think carefully before making this request to take your child out of school.

Students will from time to time miss school because of illness, but their learning is compounded significantly when parents arrange other reasons for absence. We are aware of the rising cost of family holidays and that this can be greatly reduced if taken during term time. However, we ask you to consider the following points:

1. Your child's learning will suffer as a result of extended absence. New topics may have been covered during this time and it may be difficult to recover this lost ground.
2. Your child may experience socialisation problems after an extended absence, particularly if they have missed key moments which their friends are talking about.
3. Students already enjoy 14 weeks away from school during the year; additional absence will not help your child's progress.

We also encourage parents to book non-urgent medical and dental appointments outside of the school day or during the school holidays.

At Brine Leas School, we are aware that there will be exceptional circumstances where leave of absence may need to be given. The Headteacher may grant special permission but this must be requested in advance and you should be prepared that some may not be authorised. If you make the decision to take your child out of school without permission, then the absence does have to be recorded as unauthorised and a Fixed Term Penalty notice may be issued.

A copy of Cheshire East's guide to taking your child on holiday during term time can be found overleaf.

If you are requesting an absence due to exceptional circumstances, a covering letter will be required, although this will not guarantee authorisation.

I wish to apply for leave of absence from school to be granted to:

Name of student..... Progress group.....

First day of absence.....

Date returning to school.....

Total days requested on this occasion.....

Total days absence taken this school year

Signature of Parent/Carer

Print Name..... Date.....

For admin use only:	
Date request received.....	Attendance % at date
Authorised by LDG.....	Date.....

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TAKING CHILDREN ON HOLIDAY DURING TERM TIME

A guide for parents and carers

Frequently asked questions

Am I entitled to take my child out of school for a family holiday?

No. Parents have a legal duty to ensure that their children attend school or the alternative provision on a regular basis. The Education Act 1996 makes it a criminal offence for a parent to “*fail to secure their child’s regular attendance at the school*”. The amendments to the 2006 Regulations remove any reference to *family holidays, extended leave and the statutory threshold of ten school days*. The amendments make clear that **Headteachers may not grant any leave of absence (holiday) during term time unless there are exceptional circumstances**. The amendments give **parents no entitlement** to take their child out of school for a holiday in term time. The Head Teacher and Governing Body will determine what the exceptional circumstances are.

If we decide to take a holiday during term time what should we do?

The parent/carer with whom the child resides must apply in writing to the school.

The letter/application must explain the exceptional circumstance surrounding the request for the leave of absence.

What will the school do then?

The Head Teacher will determine whether the exceptional circumstance ruling applies, if not the application will be declined.

Only the Headteacher (or the Deputy) has the power to approve leave of absence applications. When making the decision the protocols and criteria laid down in the school’s attendance policy must be followed.

Each academic year, schools inform parents/carers via a letter, newsletter or some other communication; that they may receive a Fixed Penalty Notice if their child has unauthorised absences in term time.

You will receive a written response from the Headteacher (or the Deputy) letting you know if your application has been approved.

If the holiday goes ahead after the application has been declined the absence will be recorded as unauthorised.

What will happen if the absence is unauthorised?

The school will decide if a Fixed Penalty Notice should be issued. If the school decide that a Fixed Penalty Notice is to be issued you will receive a letter from the school advising that it has referred the matter to the Local Authority and that a Fixed Penalty Notice may be issued;

The school will inform the Local Authority that a Fixed Penalty Notice needs to be issued.

A Fixed Penalty Notice will be sent to you, accompanied by an explanatory letter; the Notice gives you the opportunity to pay a penalty fine instead of being prosecuted in the criminal courts.

Penalties for unauthorised absence

Timeline

Paid within 21 days

After 21 days and before 28 days

After 28 days

One child

£60 per parent

£120 per parent

You will receive a summons to appear before the Magistrates’ Court on the grounds you have failed to secure your child’s regular attendance.

Two children

£60 per child = £120 per parent

£120 per child = £240 per parent

You will receive a summons to appear before the Magistrates’ Court on the grounds you have failed to secure your children’s regular attendance.