

ABSENCE REQUEST FORM

(exceptional circumstances only)

I wish to apply to have a leave of absence during term time authorised for:

Child's name	Class
Date from	to inclusive
Name of Parent(s)/Carer(s)	

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.

Signature of Parent(s)/Carer(s)



For Office Use	
Date form received	
No of school days absence requested	
% Attendance at time of request	
Absence authorised	
Absence unauthorised	
Code	
Signed	
Headteacher	

The Avenue, Alnwick NE66 1UL
 01665 602267
 admin@swansfield.northumberland.sch.uk

This portion to be returned to parents/carers

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		Class	
Absence authorised	from	to	inclusive
Absence unauthorised	current attendance	%	as of
Signed (Head Teacher)		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 satisfactory up to the date covered by this request.

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.

If you would like to discuss this decision, you may request a meeting with the Attendance panel. Please contact the office to arrange this meeting.

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 Northumberland 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. 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.</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	<p>Other examples of absence from school that will not be authorised:</p> <ul style="list-style-type: none">● Any type of shopping● Staying at home due to unwell siblings● Birthdays● Resting after a late night● Relatives visiting or visiting relatives

Please contact your child's head teacher if you wish to discuss this issue.

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.

