Kingmoor Junior School

ABSENCE REQUEST FORM
(INCLUDING HOLIDAYS DURING TERM TIME)

PART A (to be completed by Parent/Guardian and handed in to School Office)

The law does not grant parents an automatic right to take their child out of school during term time.

When deciding whether to allow term time leave, for any reason, the school will consider:-

- The time and duration of the leave
- Your child's record of attendance
- Learning that will be missed

WARNING: If the school refuses your request and the child is still taken out of school, this will be recorded as an **unauthorised absence** and this may make you liable to a £80/£160 fine.

NAME[S] OF CHILD[REN] ……..... CLASS ……

…….. CLASS……

…….. CLASS……

Dates of absence _____ / _____ / _____ to ____ / _____ / _____ (inclusive)

REASON FOR REQUEST FOR ABSENCE DURING TERM TIME (are there any exceptional circumstances?)

Signed by Parent …….....

PART B (to be completed by School and a copy returned to Parent/Guardian)

This request may be discussed with the school Governing Body attendance panel.

☐ **AUTHORISED** The School agrees to the child/children being absent from school on the specified dates above: _____ (school days)

☐ **UNAUTHORISED** The School does not authorise your request for leave in term time for the following reason:

NB: If a holiday is taken without it being authorised the School is required to report the absence to the LA who may issue a Penalty Notice, per child – please see overleaf for further information.

SIGNED…… Head Teacher Date ……

For Office Use Only:
Date received at school: ……..……
Previous absence request ……..
% attendance: ……..

Cumberland Council

Unauthorised Holiday/Leave Request

As you will be aware, Government Guidance advises that schools should not authorise requests for term time absence unless the school has received suitable evidence of exceptional circumstances. The Government does not consider a family holiday to be an exceptional circumstance.

In the absence of suitable evidence of exceptional circumstances, on this occasion the school cannot authorise your request for a term time absence. We believe that if pupils are to benefit from education, good attendance is crucial. It is the policy of our school to celebrate achievement and full attendance is a critical factor to a productive and successful school career.

I must take this opportunity to remind you, that should you still choose to take your child out of school unauthorised, then the school must inform the absence to the Local Authority Attendance Team. If you have parental responsibility, this could mean receiving any of the following:

- A penalty notice - The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days. A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days. If a Penalty Notice goes unpaid after 28 days, then court proceedings will be initiated

- If a previous penalty notice has been issued the Local Authority may decide to proceed directly to prosecution

We understand the disappointment that this refusal may cause but as you can appreciate this policy represents the school's responsibility and commitment towards ensuring your child's full and efficient education.