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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *School Logo small* *“St Alban’s school exists to ensure that all children believe, achieve and succeed.”***Request for Absence of Pupil from School**Requests for absence will only be accepted in exceptional circumstances. Please state your reasons for requesting absence below. Absence not agreed by the Headteacher will be recorded as unauthorised. The Educational Welfare Officer regularly monitors such absence and will request a meeting with parents when this is deemed necessary.Please ensure you have read and understand the guidance overleaf.This form should be completed by the parent or carer of the pupil and returned to the school office in advance.

|  |  |
| --- | --- |
| Name of pupil/s |  |
| Class |  |
| DATE | From |  | To |  |
| Reasons |  |
| Print Name (Parent/Carer) |  |
| Date Signed |  |
| Signature |  |

 |

**AVOIDABLE ABSENCE IN TERM-TIME**

**Guidance**

Education (Pupil Registration) (England) Regulations 2006 has been amended (as of 1 September 2013) to prohibit the proprietor (headteacher) of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application. The expectation of the Local Authority is that term time holidays should not be planned or booked as a matter of course as they are likely to be unauthorised and will lead to the issuing of a penalty notice (fine).

**Exceptional circumstances**

Are defined as:

* Genuine illness
* Unavoidable medical / dental appointments (but try to make these after school if at all possible)
* Forces Personnel on leave from a foreign posting
* Exceptional significant family events or circumstances – these will be considered on an individual basis with you
* External examinations
* The Headteacher will consider every request individually but the following will not meet the criteria:
	+ Relatives coming to visit
	+ Cheaper holidays in England and abroad
	+ Family day trips
	+ Visiting family/friends that have different half term holidays and may include refusal to attend family weddings and visits to see family abroad.

Authorised officers have the discretion to issue a penalty notice without warning where the parent has chosen to take the child on leave during term time without authorisation or evidence is subsequently found to suggest a child was away from school with the knowledge of the parent and does not meet the statutory defences mentioned above.

Should leave of absence be taken after permission has been withheld then this will be recorded as unauthorised absence. This will appear both in the school register and in your child’s report. Persistent unauthorised absence may result in the involvement of the Education Welfare Office and possible legal proceedings.

**Penalty Notices**

Under the Education Act 1996, it has become possible that certain cases of unauthorised absence can be dealt with by way of a Penalty Notice. Penalty Notices require each parent of a child of compulsory school age, whose attendance has been unsatisfactory, to pay a penalty - currently £60.00 if paid within 21 days or £120.00 if paid within 28 days.