

# St Kenelm's CE Primary School

## Request for Absence

### from learning in exceptional circumstances

Holidays cannot be authorised in accordance with Educational regulations

Pupils are only in school for 190 days each year.

**There are 175 other days for holidays and other activities**

80% attendance represents 1 day off per week.

90% attendance represents 1 day off per fortnight

#### How to use this form:

- for all absences from learning other than sickness.
- Return to the school at least two weeks before the date of requested absence.
- Use a separate form for each child and each absence.

#### Guidance:

- The Head teacher **may not** grant any leave of absence (holidays) during term time unless there are exceptional circumstances.
- May is an important month in the school calendar for statutory/non statutory tests (SATs).

**On no account should children be taken out of school during the month of May**

#### Parent/Guardian to complete this section:

Name of child:	Class:
Is this the first request for absence this academic year?	
Dates requested:	Number of school days requested:
Reason: (this must be an <u>exceptional</u> circumstance, eg company policy for parent to take holiday at specific time – must be provided with documentary evidence)	
Signed:	Dated:

#### School Office to complete this section:

Attendance in current academic year %	Green	More than 95%	Satisfactory
	Amber	85% to 95%	Needs improvement
Colour Code: Green / Amber / Red	Red	Less than 85%	Unsatisfactory

#### Head Teacher to complete this section:

Your request is approved and the absence as set out above is duly authorised	The code placed in the register will be:	eg: Religious Observance Educated Off Site Attending Interview Other Authorised Circumstance	R B J C
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Your request is not approved. If the pupil is absent as proposed above, **it will be recorded as unauthorised for the following reason:**

Signed:

**Penalty Notices may be issued to each parent for £60 if paid within 21 days or £120 if paid within 28 days for unauthorised absences. Or if a parent fails to ensure that their child regularly attends school.**

# AVOIDABLE ABSENCE IN TERM-TIME

<b>THE FACTS</b>	<b>THE LAW</b>
<p>School aged pupils in 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><b>WHAT YOU SHOULD CONSIDER</b></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.</p> <p>If the school is unable to authorise the absence and the child is still taken out of school, this will be recorded as <b>unauthorised absence</b> and you may receive a £60* fine per parent for each child.</p>	<p>Head teachers can only grant leave of absence in exceptional circumstances. Parents submitting the request will need to provide sufficient information/evidence to support this. 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><b>Exceptional absence from school will be authorised if it is for the following reasons:</b></p> <ul style="list-style-type: none"> <li>▪ Unavoidable medical / dental appointments (but try to make these after school if at all possible)</li> <li>▪ Days of religious observance</li> <li>▪ Seeing a parent who is on leave from the armed forces</li> <li>▪ External examinations</li> <li>▪ Where it is company/organisational policy for parent to take leave at specified time and no opportunity in school holidays (documentary evidence required)</li> <li>▪ Where holiday is recommended as part of a parent or child's rehabilitation from medical or emotional issue (evidence required)</li> <li>▪ Other factors which the Head Teacher considers exceptional (Local Authority may be referred to for advice)</li> </ul>	<p><b>Other examples of absence from school that <u>will not be authorised</u>:</b></p> <ul style="list-style-type: none"> <li>▪ Any type of shopping</li> <li>▪ Looking after siblings or unwell parents</li> <li>▪ Minding the house</li> <li>▪ Birthdays</li> <li>▪ Resting after a late night</li> <li>▪ Relatives visiting or visiting relatives</li> <li>▪ Holidays cheaper in term time</li> </ul>
<p><b>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.</b></p>	

\*Penalty Notice £60 if paid within 21 days, increasing to £120 if paid after 21 days and before 28 days