Brunel School

Pupil Absence Request Form

To: *Head Teacher of BRUNEL SCHOOL*

I wish to apply to have an absence authorised between the following dates:

_____ *to:* _____ *(inclusive) for the child(ren) listed below:*

Child(ren)'s name(s)	Class/Year

Do you have a child who attends at a different school that will also be absent? If so, please state the child's name and school:

Name of child(ren):	Registered School

If your child(ren) will not be with you, but be with another parent/carer during the absence, please provide their details:

Name:	
Address:	
Relationship to child	

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 and attach any supporting documentation that you would like the school to consider:

Please read the **'Information to Parents'** leaflet overleaf.

Signature:	**Date:**
Name:	
Address:	

Office use only		
Date form received	No of days absence requested	☐Absence authorised Code _____ ☐Absence unauthorised Signed _____ (Head Teacher)

Brunel School

Special Partnership Trust

Brunel School

Pupil Absence Request Outcome

This section 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(s) _____ Class/Year _____

☐ Absence authorised from _____ to _____ (Inclusive)

☐ Absence unauthorised current attendance _____ % as of _____ / _____ / _____

The outcome of your child(ren)'s absence request has been reviewed and decided by the Headteacher. Please contact the Headteacher for further information.

Date decision made _____ / _____ / _____

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 satisfactorily up to the date covered by this request.

WARNING TO PARENTS:

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 for a Penalty Notice for each child, payable by each parent/carer, or the subject of court proceedings which could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months. Parents should note that in normal circumstances, current practice is that two penalty notices will be issued to a parent relating to the absence of a particular child within a three-year period. Should a further period of unauthorised absence be recorded, then the parent(s) will normally receive a Single Justice Notice Procedure or a summons to appear at a Magistrates Court.

Brunel School

Information for Parents (from the Local Authority)

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
Pupils registered at a school are expected to attend punctually on the 190 days that the school is open. Legislation is clear that any avoidable absence may only be authorised by a school if there are exceptional circumstances. **WHAT YOU SHOULD CONSIDER** 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. 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,** and you may receive a £80* fine per parent for each child.	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. 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. 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. 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.

Unavoidable absence from school will be authorised if it is for the following reasons:	**Other examples of absence from school that <u>will not</u> be authorised:**
▪ Genuine illness ▪ Emergency medical / dental appointments ▪ Days of religious observance ▪ Seeing a parent who is on leave from the armed forces ▪ External examinations ▪ When Traveller children travel with their parents for the purposes of work where this is agreed by the school	▪ Any type of shopping ▪ Looking after siblings or unwell parents ▪ Minding the house ▪ Birthdays ▪ Resting after a late night ▪ Relatives visiting or visiting relatives ▪ **<u>The Department for Education states: "Head teachers should only authorise leave of absence in exceptional circumstances. If a head teacher grants a leave request, it will be for the head teacher to determine the length of time that the child can be away from school. Leave is unlikely, however, to be granted for the purposes of a family holiday as a norm."</u>**

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.

*For the first offence a Penalty Notice will be charged at £80 if paid within 21 days, increasing to £160 if paid between days 22 and 28. If a second Penalty Notice is issued within a 3-year period, it will be charged at £160 without the option to pay less and must be paid within 28 days.