

Watcombe Primary School
Request for Authorisation of Absence



As of the 1st September 2013, the law has changed and Headteachers **may not grant** any leave of absence during term time unless there are **exceptional circumstances**.

The Headteacher is unable to authorise any leave of absence to any children with attendance below 96%.

Regular attendance is an essential requirement for every pupil. Poor attendance is detrimental to a child's educational progress and to their social and emotional development. The school's target is for each child to achieve 96% attendance.

All absence requests forms will be considered on a case by case basis and only authorised where there are exceptional circumstances. The Headteacher will determine the number of school days a pupil can be away from school if the leave is granted.

Absences from school **will not be authorised for:** Holidays not agreed, birthdays, shopping, looking after family members or visiting relatives/ family event (unless relatives are of the first or second degree).

I would like to request authorisation of absence from school for my child / children.

Name(s) _____ Class(es) _____

Please consider my request for my child(ren) to be absent from school.

Date from _____ Date to _____

The reason for this absence is (please be comprehensive & include evidence where appropriate):

Signature of Parent/ Carer _____

Thank you for your request, the absence is **authorised**.

Thank you for your request. The absence is **unauthorised** as the circumstance is not deemed exceptional.

Please see below if you would like to appeal this decision.

Appeal Process

If the holiday is unauthorised, you have the right to appeal to the school Governors. If you would like to appeal this decision please write to the Chair of the Children and Curriculum Committee via the school **within 10 days** of receiving the notification. In your appeal please state any additional documentation and supporting evidence that you feel may help your case e.g. medical evidence.

If the decision to unauthorise the leave of absence is upheld by the Governors and the child is taken out of the school, this will be recorded as an Unauthorised Absence. If you do not appeal, and the child is taken out of the school, this will be recorded as an Unauthorised Absence.

In situations where a child accumulates 10 or more sessions of unauthorised absence (one school day is made up of two sessions) within any six month period, parents/carers will make themselves liable to receiving a Penalty Notice per parent/carer, per child. If a Penalty Notice is issued it carries a penalty of £60 if paid in full within 21 days or £120 if paid in full after this time but within 28 days. Part or late payments cannot be accepted and there is no legal right to appeal the Penalty Notice once it has been issued. If a Penalty Notice goes unpaid, this is likely to result in Court proceedings being instigated for an offence of failing to ensure regular school attendance contrary to section 444 Education Act 1996. Upon conviction of such an offence the maximum fine of £2500, or a maximum 3 months' imprisonment, can be imposed.

Please note: only one Penalty Notice will be issued in any two-year period. This means that if a Penalty Notice is paid, and the child accumulates a further 10 sessions of unauthorised absence within the following two years, this will result in the parent/carer receiving a summons to Court for an offence contrary to s444 Education Act.

Poor attendance will have a significant impact on how well any child can achieve.

Attendance	Days' learning missed	Outcome
100% attendance	No learning missed	BEST CHANCE OF SUCCESS - WELL DONE!
4% absence	1 week, 2.5 days missed	
10% absence	3 weeks, 4 days missed	POOR ATTENDANCE - I'M WORRIED!
15% absence	5 weeks, 3 days missed	
absence & below	At least 7 weeks, 3 days missed	VERY POOR ATTENDANCE - SERIOUSLY CONCERNED!