



ST MARY'S C of E JUNIOR SCHOOL, LONG STRATTON

Request for permission for a pupil to be absent on holiday

To the head teacher:

I request that my child _____ Class _____

be allowed to be absent from school * on _____ (1 day absent) or

(* please delete as appropriate)

* from _____ to _____ (number of school days ____)

(please give full, inclusive dates the pupil will be absent from school)

REASON FOR ABSENCE _____

Signed _____ parent/guardian Date _____

Please complete form and forward to the School Secretary as long as possible before the period of absence.

Please see reverse of this form for the school's absence policy.

For school use only:

Signed _____ Headteacher Date _____

Percentage Attendance Authorised Unauthorised

Letter sent giving/withholding permission for absence

Absence noted

Teacher

Admin

As from September 2013 no school has been allowed to authorise holiday due to a change in the 2006 legislation, Education (Pupil Registration) (England) (Amendment) Regulations (No 756). As a result, if absence is holiday in term time it will not be authorised, unless the Head Teacher deems there are exceptional circumstances. Please see below for information on legal intervention by Norfolk County Council.

ATTENDANCE AT SCHOOL AND LEGAL INTERVENTION

Research commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. At St Mary's Junior School our aim is to work with parents to ensure that all our pupils receive the most from their education and reach their full potential.

This is to remind all parents/carers regarding the law that requires them to ensure that their child attends school regularly. The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children's attainment.

In the DfE policy document entitled, 'School Attendance: Guidance for maintained schools, academies, independent schools and local authorities' it states, '*Head teachers should not grant leave of absence unless there are exceptional circumstances. **The application must be made in advance** and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. **A leave of absence is granted entirely at the head teacher's discretion**'.*

If the school does not receive a request for leave, the head teacher will be unable to consider your individual circumstances and the absence will be recorded as unauthorised. There will be no obligation on the head teacher to reconsider authorising the leave if an application has not been made in advance.

The Local Authority operates a system where any pupil will meet the criteria for legal intervention where they have:

1. 10 consecutive sessions of unauthorised absence where some or all of the absence may be attributed to an unauthorised holiday in term-time; or
2. 15% unauthorised absence over a period of 6 school weeks for reasons other than unauthorised term time holiday.

The intervention could be in the form of a Fixed Penalty Notice. Any pupil St Mary's Junior School who meets either of the criteria, will be referred to the Local Authority for action to be considered.

If a Fixed Penalty Notice is issued it is a fine of £60 per parent per child which must be paid in one payment in 21 days. If unpaid, a further invoice for £60 per parent per child is issued; both individual invoices would then have to be paid making a total payment of £120 in 28 days. You should be aware that failure to pay the total amount within the timescale will result in legal action being taken.