



## ST MARY'S C.E. PRIMARY SCHOOL

### REQUEST FOR ABSENCE IN TERM TIME

Please use this form to request absence from school during term time. Before completing this request form, parents are asked to refer to the guidance notes on the back of this form. Completed forms should be returned to the office well in advance of the absence. If, having taken account of the guidance overleaf, you wish to request absence in term time please provide the information below:

Permission is requested for the absence of:

- Name(s) of child/  
Children
- 1)..... class .....
  - 2)..... class .....
  - 3)..... class .....
  - 4)..... class .....

**First date of absence:**  
.....

**Last date of absence:**  
.....

**No.of school days requested:**  
.....

Please give details of the special circumstances which require absence from school during term time, please continue on separate sheet if required . (If this section is not completed permission will be refused.)

Signature of Parent/Carer ..... Date .....

**Headteachers Decision:**

Current attendance % ..... Previous years attendance%.....

Permission for the above absence is: **Granted/Refused**

If permission has been refused the reason is:

This request has been refused as it is not an exceptional circumstance

.....

.....

Signed: ..... Date .....

**If this request has been refused we expect to see your child(ren) in school on these dates.**



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### SCHOOL ATTENDANCE

- The 1996 Education Act places a duty on parents to ensure regular attendance
- There is no legal entitlement to absence in term time
- A child is a member of a school community - return from absence can be a stressful time for a child, especially with regard to relationships, school routines and coping with missed learning
- Teachers plan programmes for learning to fit with school terms - interrupting school terms makes it difficult for teachers to deliver a full and balanced curriculum for your child
- Children's progress is affected by absence from school
- Absence from school without the Headteacher's permission is recorded in the school register as unauthorised absence.

### ABSENCE IN TERM TIME

Headteachers cannot grant leave of absence for any reason during term time unless there are exceptional circumstances. The Headteacher will determine the number of school days a child can be away from school if the leave of absence is granted.

**Holidays during term will not be authorised. Holidays should be taken during the school holiday period.**

### PENALTY NOTICE

A Penalty Notice (fine) may be issued to a parent in one or more of the following circumstances where more than 10 sessions of unauthorised absence are recorded in 7 school weeks (i.e. 70 sessions). There are 2 sessions per day, one in the morning and one in the afternoon. A Penalty Notice may be issued where:

- an absence is due to unauthorised leave of absence over 10 sessions (half days)
- the child is persistently late arriving at school after registers have closed
- a combination of more than 10 sessions are recorded over 10 school weeks and the school is not satisfied with the reason(s) resulting in unauthorised absence

The fine is currently £60 (per parent, per child) if paid within 21 days of receipt of the notice; rising to £120 if paid after 21 days but within 28 days. Further details of South Gloucestershire Penalty Notices can be accessed at <http://www.southglos.gov.uk/documents/Penalty-Notices-Parents-Carers-Leaflet-2016.pdf>

### **EVERY SCHOOL DAY COUNTS**

Every single day a child is absent from school equates to a day of lost learning.

100% Attendance	=	0 Days Missed
95% Attendance	=	9 Days of Absence, 1 Week and 4 Days of Learning Missed
90% Attendance	=	19 Days of Absence, 3 Weeks and 4 Days of Learning Missed
85% Attendance	=	28 Days of Absence, 5 Weeks and 3 Days of Learning Missed

78% of pupils achieved at least 5 GCSEs including English and Maths when they attended more than 95%  
 50% of pupils achieved at least 5 GCSEs including English and Maths when they attended less than 90%  
 39% of pupils achieved at least 5 GCSEs including English and Maths when they attended less than 80%

**EVERY MISSED DAY EQUATES TO MISSED LEARNING, EVERY DAY COUNTS!**