



THAMES DITTON INFANT SCHOOL

ABSENCE REQUEST FORM - (exceptional circumstances only)

I wish to apply to have an absence for:

Child's name Class

Child's name Class

Date from Date to(inclusive)

Siblings attending a different school (please add school)

Please fully explain the exceptional circumstances that you would like the school to consider (please see back of form for advice/guidance). The section must be completed - please continue on a separate sheet if needed.

Signature of BOTH Parent(s)/Carer(s) *(even if separated and therefore living at different addresses)*

Parent/Carer 1.....

Parent/Carer 2.....

I/we understand that Leave of Absence will only be granted in exceptional circumstances. Should this not be granted and I take my child out of school, I am aware that I may be liable for a Penalty Notice.

Office Use only			
Date form received	No. of school days absence requested	% Attendance	<input type="checkbox"/> Absence authorised <input type="checkbox"/> Absence unauthorised
			Signed Headteacher

Parents/Carers will be informed of the outcome of your request.

Please note that even if their absence request is authorised you may still receive letters of concern from the school or local authority if your child's absence drops below a level that the school deems acceptable.

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 parents/carers with whom the child normally lives. Please note that a signature from **both** parents/carers is required to grant an authorised absence.

AVOIDABLE ABSENCE IN TERM TIME

IMPORTANT: Please read carefully the information below.

Permission **must** be sought in **advance**. If the circumstances relating to this request are considered exceptional and the absence is authorised by the school. **Most will be unauthorised; a fixed penalty for absence may be issued.**

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 must be issued with a Penalty Notice* per parent per child, or made the subject of court proceedings that could result in a fine up to £2,500 and/or a term of imprisonment of up to 3 months.

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 unavailable reason.

The Facts	The Law
<p>Surrey school aged children are expected to attend punctually on the 190 days that the school is open. Whilst there are some avoidable reasons why a pupil might be away from school (illness, medical appointments etc), the legislation is clear that any avoidable absence may only be authorised by a school if there are exceptional circumstances.</p> <p><u>What you should consider</u> 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 social friendships.</p> <p>Children who struggle with English and 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 for 10 sessions (5 days) or more within 10 school weeks, this will be recorded as unauthorised absence. You may receive a penalty notice/fine per parent in respect of a named child or a prosecution under section 444 of the Education Act 1996.</p>	<p>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 to establish this fact. 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 10 school days without explanation, the school will refer to the Local Authority and report the absence as a child missing in education. The school may be advised to remove a child from roll following extended absence, subject to advice from the Local Authority. If a child is removed from roll, there is no guarantee that the child will regain a place at the school.</p>
<p>Types of planned absence that will be authorised include:</p> <ul style="list-style-type: none"> • Unavoidable medical/dental appointments (but try to make these outside the school day) • Days of religious observance • Seeing a parent who is on leave from the armed forces • External examinations • Funerals 	<p>Types of planned absence that <u>will not</u> be authorised include but not limited to:</p> <ul style="list-style-type: none"> • Any type of shopping • Birthday celebrations • Visiting relatives or relatives visiting • Family holidays • Death of a pet • Friendship issues

The law requires parents to ensure their children receive an efficient full-time education, and every minute of the every day is important. Please help them not to miss any of this valuable time.