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Request for leave of absence from school

“I have become increasingly concerned with the amount of unauthorised absence in school. I would like to remind you of the importance of not taking your child out of school during term time. Authorisation for absence will not be given unless it is for very exceptional circumstances and you will be fined for any absence over 9 sessions (4.5 days). If your child happens to be unwell either at the beginning or end of the absence we may ask for evidence from your Doctor or other medical personnel. Thank you for your co-operation with this” Jill Dawson (Headteacher)

The law does not grant parents automatic right to take their child out of school in term time. Any absence from school will disrupt your child's learning. You may consider that a holiday/leave of absence will be educational but your child will still miss out on learning that other students receive.

The Department for Education (DfE) allows a Headteacher the discretion to consider authorising an absence during term time only in 'special circumstances'. The school regards 'special circumstances' as including: family weddings; funerals; specific religious observances etc. This is not an exclusive list and each request is considered on its own merit. However, term time holidays are not considered to be 'special circumstances'.

All requests must be completed on the form overleaf, letters will not be accepted. This should be returned to school at least 14 days before the absence is due to commence.

With the exception of part or single day medical appointments, all requests must be completed on the Absence Request Form, letters and emails will not be accepted.

A response will be sent to you as soon as possible. If the absence is not considered to be a special circumstance, and you nevertheless take your child out of school, the absence will be recorded as unauthorised in line with DfE guidance.

In the case of an unauthorised absence, the Education Welfare Service may be notified of the absence and a Fixed Penalty Notice may be issued. Please note such a Penalty is issued to each parent for each child taken out of school. A penalty notice is a fine of £60.00 which increases to £120 if not paid within the first 21 days. Thereafter, if the penalty remains unpaid this may result in legal action.

Absence request form

If you wish to request a planned absence from school for your child, please complete the information below in full. Please also refer to the Attendance information on the school website.

Student Name:

Registration Group:

1 _____

2 _____

3 _____

Home address: _____

First day of absence: _____ Date of return to school: _____

Total number of school days to be missed: _____

Reason for absence:

I understand that if the absence request is unauthorised the Education Welfare Service may be notified and a Fixed Penalty Notice may be issued. (Please see school website for further details on Fixed Penalty Notices). I understand that a Fixed Penalty Notice is issued to each parent for each child that is taken out of school and that this is a fine of £60.00 which increases to £120.00 if not paid within the first 21 days. I understand that failure to pay this may result in legal action.

Name of Parent /Carer making application: _____

Signed _____ Date _____

(Please ensure you are giving at least 14 days' notice of the proposed absence)

SCHOOL USE ONLY

Student Name (s) _____ Registration Group (s) _____

☐ Authorised: Your request for a leave of absence has been authorised for the following dates: ____/____/____ to ____/____/____

☐ Unauthorised: Your request for a leave of absence has not been authorised.

Signed _____ Date _____