

DECLARATION OF ABSENCE DURING TERM TIME

Please complete this form if your child is taking any absence during term time. Make sure you give at least seven days' notice. One form for **each child** should be completed and signed by **both parents**. **Holiday absences will not be authorised** and this may be acted upon should there be more than 10 sessions per term.

PUPIL NAME		CLASS	
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DATES OF ABSENCE

First day of absence		Last day of absence	
Total number of sessions missed (1 day = 2 sessions)			

REASON FOR ABSENCE (please select)

Medical		School visit		Religious observance		Performing Arts	
Examination		Other (please specify)					

Please provide detailed information

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Please note that by signing below you confirm that you have read and understood the information for parents overleaf.

	PARENT 1	PARENT 2
Name		
Address		
Accompanying child during leave of absence		
Signature		
Printed name		
Date		

Information for parents/carers

- *'Improving attendance is everyone's business'*, and it is important that we, as your child's school, work together in partnership with you, your family, your child, and the wider community.
- Any holiday-related absence taken that includes 10 sessions in a 10 week school period, may result in a Penalty Notice.
- The penalty amount is £160 (reduced to £80 if paid within 21 days for the first offence). If a parent receives a second penalty notice within a rolling three-year period, the fine is £160 and there is no option to pay the fine at a reduced rate.
- Parents with parental responsibility, and adults residing with the child, including for example, stepparents who have day-to-day responsibility for the child, may be fined, and this applies to each child who is absent.
- If a Penalty Notice is not paid within the time limits set out in the letter to the parent, the Local Authority may proceed the case to court.
- Nationally, Headteachers are: not permitted to approve term-time holidays except in genuinely exceptional circumstances, and are to consider each application for a leave of absence individually before making our decision.
- The law clearly expects Headteachers to enforce these penalties strictly.
- Parents/carers **do not** have the right to take children out of school for a holiday during term time. Any requests are considered on an individual basis following guidelines issued by the DfE and LA.
- Holiday absences will not be authorised if they are not considered to meet exceptional circumstances.
- If a pupil goes on holiday without permission, the absence will be classed as unauthorised. Absence will also be unauthorised if a child does not return to school on the agreed date. Unauthorised absence could result in referral to the LA to begin legal proceedings.

ATTENDANCE DESCRIPTORS AND BANDINGS

When a session or several sessions are missed due to holidays, the learning missed is sometimes not revisited again. Stop and think what taking time out of school will cost your child. Asking for work to complete while away is also extra work for our teachers.

100% Excellent	No learning missed
96% - 99% Good	Some learning missed due to genuine illness or acceptable circumstances.
91% - 95% Some concern	1 week and 4 days of learning are missed. You are likely to have missed: • 9 maths lessons • 9 English lessons • 4 PE/Games Lessons • Topic, Art, RE and other learning • 10 hours of playtime where you don't make friends and develop vital social skills and experiences.
86% - 90% Cause for concern	3 weeks and 4 days of learning are missed. You are likely to have missed: • 19 maths lessons • 19 English lessons • 8 PE/Games lessons • Topic, Art, RE and other learning • More than 20 hours of playtime where you don't make friends and develop vital social skills and experiences.
85% and below Serious concern	5 weeks and three days of learning missed. You are likely to have missed: • 33 maths lessons • 33 English lessons • 11 PE/Games lessons • Topic, Art, RE and other learning • More than 30 hours of playtime where you don't make friends and develop vital social skills and experiences.