



## **ABSENCE REQUEST FORM**

### **Student details**

Name of student:		
DOB:	Tutor Group:	
Name of the person requesting absence:	Relation to student:	
Any additional siblings requesting the absence -		
Name:	DOB:	Tutor Group:
Name:	DOB:	Tutor Group:

### **Details about the requested absence**

Start date of absence:	End date of absence:	Number of days:
Reason for absence (please give as much detail as possible):		



**Parent/Carer's Declaration:** I have read the Absence from School for Exceptional Circumstances Information for Parents and understand I/we may receive a penalty notice if my/our child receives unauthorised school absence as a result of this request. Please note the school day is divided into 2 registration periods, for example if your child is absent for one day this equals 2 sessions and a five day absence equals 10 sessions.

Signature:

Date:

**Internal Use:**

The school has considered your request for leave of absence and your child's absences will be recorded as follows: -

Number of authorised sessions		Number of unauthorised sessions		Number of unauthorised sessions to date	

Signed:	
Position:	
Date:	

**Original signed and completed forms to be retained with pupil's records.**

**Copy should be returned to the parent/carers of the pupil to confirm authorised or unauthorised absence.**



## **Absence from School for Exceptional Circumstances Information for Parents**

You are required under the Education Act (1996) to ensure your child attends school regularly. There is, however, a discretionary power held by Headteachers to authorise absence in exceptional circumstances. Please note this is not an entitlement.

Headteachers will not authorise absences if they believe it is to the detriment of a child's education. Please note that supporting documents to aid decision making must be submitted at the time of your request for absence.

There is no longer a provision in law for Headteachers to authorise an absence for the purpose of a term time holiday. All requests will be declined and logged as unauthorised absence. This may result in legal proceedings against you, either through a Penalty Notice or the Magistrates' Court.

An unauthorised absence is any absence that the Headteacher has not given permission for or where an explanation has not been provided by the parent. If your child accrues 10 sessions of unauthorised absence you may be liable for a penalty notice (one day's absence equals two sessions and a five day absence is equal to 10 sessions etc.).

Penalty Notices will be used as a deterrent to prevent a pattern of unauthorised absences developing. Manor CE Academy follows the City of York Fast Track Procedures for ensuring good attendance (<https://www.york.gov.uk/SchoolAttendance>).

Where parents do not follow school procedures of submitting a request and simply remove their child without seeking prior approval, a penalty notice will be issued without warning. Parents must complete a request for exceptional leave form and submit this to the school, allowing for sufficient time to enable the school to consider the request and inform the parent of the decision. Fines are issued for unauthorised absence of 5 or more days and each school day is divided into 2 registration periods. For example if your child is absent for one day this equals 2 sessions and a five day absence is equal to 10 sessions. If your request is declined and you still take your child out of school each parent within your household will be issued with a £80 penalty notice for each child you have taken out of school. If a penalty notice remains unpaid after 21 days it will increase to £160. If after 28 days it remains unpaid you may be summoned to appear before Magistrates to explain why your child has unauthorised school absences and you may be liable for a fine of up to £2500. Support and guidance on attendance is always available and if you have any questions about this, or if you need help to achieve an improvement, please contact your child's school to discuss this.

We advise that you do not plan for your child to be absent from school without gaining prior agreement from their school first. Headteachers cannot retrospectively authorise absence from school under any circumstance.