

# ABSENCE REQUEST FORM (exceptional circumstances only)

All absence request forms should be submitted a minimum of 10 days prior to the first day of absence requested.



Sawston  
Village College

Child's name/s:		Year Group/s:	
First day of absence:		Last day of absence:	
No of days requested:			
Name of Parent(s)/Carers(s):			
Details of siblings at other schools			
Child's name/s:		School/s:	

**Please fully explain the exceptional circumstances that you would like the school to consider. This section must be completed. Please continue on a separate sheet if needed.**

I have read the *Avoidable absence in Term Time Information for Parents* (see overleaf) and understand I/we may receive a penalty notice if my/our child receives unauthorised school absence as a result of this request.

Signature of Parent(s)/Carer(s)

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**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 parent/carer with whom the child normally lives. Permission **must** be sought in **advance**. Most absence will be unauthorised and **a fixed penalty notice for absence may be issued**. Please note that even if this absence request is authorised you may still receive letters of concern from either the school or Local Authority if your child's attendance drops below a level that the school deems acceptable.

**Your child's Year Lead will let you know the outcome of this request, please allow up to 5 working days for a response.**

## **AVOIDABLE ABSENCE IN TERM TIME INFORMATION FOR PARENTS**

**IMPORTANT:** Please read carefully the information below.

**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 may be issued with a Penalty Notice\* per parent per child, or made the subject of court proceedings that could result in a fine of 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 unavoidable reason.**

### **THE FACTS THE LAW**

School aged pupils in Cambridgeshire are expected to attend punctually on the 190 days that the school is open. Whilst there are a number of unavoidable reasons why a pupil might be away from school (illness, medical appointments, exclusions etc.), the legislation is clear that any avoidable absence may only be authorised by a school if there are exceptional circumstances.

### **WHAT YOU SHOULD CONSIDER**

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 can be particularly harmful if the child is studying for final year examinations.

Children who struggle with English or 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.

If the school is unable to authorise the absence and the child is still taken out of school, this will be recorded as unauthorised absence and you may receive a £60\* fine per parent for each child.

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 in order to establish this fact. The request for leave must come from a parent with whom the child normally resides.

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.

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 Education Welfare Officer. If a child is removed from roll, there is no guarantee that the child will regain a place at the school.

### **Examples of absence from school that will not be authorised:**

- Any type of shopping
- Looking after siblings or unwell parents
- Minding the house
- Birthdays
- Resting after a late night
- Relatives visiting or visiting relatives
- Holidays including extended overseas trips

Please contact your child's Year Lead if you wish to discuss this issue.

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

We hope that when you have read this leaflet you will consider that your child's education is too important to allow them to miss school for avoidable reasons.