

Westfield Junior School
Holiday/Absence Request Form
PLEASE COMPLETE ALL SECTIONS OF THE FORM

Student Details

Name _____ DOB _____ Class _____

Address _____

Contact Number _____

Sibling details of Compulsory School Age:

Name _____ DOB _____ School _____

Name _____ DOB _____ School _____

I request permission for my child to be absent from school:

First day of absence _____ Last day of absence _____ Total School Days _____

Please detail below the reason for your request for absence from school in term time and include any supporting information. The Headteacher **WILL NOT** be able to consider your request without your supporting documents. Please read carefully the Letter Exception Circumstances Information for parents, which is attached to this form for your convenience.

Declaration

I have read the Letter Exceptional Circumstances Information for Parents and understand that 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.**

Signed _____ Print Name _____ Date _____

Relationship to child _____

For School Use only

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

Number of Unauthorised

Sessions to date

Signed _____

Date _____

ABSENCE IN TERM-TIME

IMPORTANT: Please read carefully all 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 under section 444 Education Act 1996. 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 or unavoidable reason.

THE FACTS	THE LAW
<p>School aged pupils in maintained schools are expected to attend punctually on the 190 days that 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 absences may only be authorised by a school if there are exceptional circumstances.</p> <p>WHAT YOU SHOULD CONSIDER</p> <p>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.</p> <p>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 classmates.</p> <p>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 fine from the Local Authority. The fine is currently £80 per parent, per child. Please note that no penalty fine income is paid to the school at any point- it is all dealt with by the local authority.</p>	<p>The law allows schools to consider individual requests to authorise a future unavoidable absence. However, before the school can authorise any such requests, they must satisfy themselves that there are exceptional circumstances, which justify a decision. It is entirely the responsibility of the parent/carer submitting the request to provide sufficient information/evidence in order to establish that fact. The request must come from a parent/carer 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 four weeks or more, the school may have the option to take the child off roll subject to the Education (Pupil Registration) (England) Regulations 2006.</p> <p>In the case of unexpected extended absence, it is advisable that the parent fully informs the school as to the reasons. If a child is removed from roll, there is no guarantee that the child will regain a place at the school.</p>

<p>School are only able to authorise absence in exceptional circumstances – these might include but are not limited to:</p> <ul style="list-style-type: none">• Genuine Illness• Unavoidable medical/dental appointments (please try to make these before or after school if at all possible)• Days of religious observance• Seeing a parent who is on leave from the armed forces• External examinations• When traveller children go on the road with their parents• The day of a wedding of a close family member eg sibling/aunt/uncle• The day of a funeral of a close family member	<p>Term time absences will generally be unauthorised – these include but are not limited to:</p> <ul style="list-style-type: none">• Any type of shopping• Looking after siblings or unwell parents minding the house• Birthdays• Resting after a late night• Relatives visiting• Visits to family (as these can be taken during school holidays)• Medical appointments for family members (as parents are expected to arrange child care)• Weddings for non close family members/friends• Absences where no form has been submitted at least two weeks in advance.
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*From August 2024, the fine for school absences across the country will be **£80 if paid within 21 days**, or **£160 if paid within 28 days**. This rate is in line with inflation and is the first increase since 2012.