



Nene Way  
St. Ives, Cambs.  
PE27 3WF  
Phone: 01480 466919

[www.wheatfields.cambs.sch.uk](http://www.wheatfields.cambs.sch.uk)



Mrs Emma Verney-Davies  
Acting Headteacher  
Mrs Gemma Edwards  
Acting Deputy Headteacher

**Wheatfields Preschool**

*Learn and Grow Together*

**Kids Club**

### **Absence Request Form**

#### **Guidance for Parents – Term Time Leave**

Parents do not have the right or entitlement to take their child out of school for a term time holiday. Recent government guidelines have removed the discretion on head teachers agreeing to term time leave. Any requests for leave of absence need to be submitted before the leave is taken. Parents must complete an Absence Request form and provide any supporting evidence, if applicable, with their request.

If the school suspect Term Time Leave has been taken but the parent/carers have not completed an Absence Request Form, we will write to all parent/carers giving them an opportunity to clarify the reason for absence and provide supporting evidence. Failure to respond to or provide supporting evidence will result in a referral to the Local Authority for unauthorised leave from school.

**Exceptional circumstance** (*definition of exceptional: rare, unavoidable, short*) will be considered on an individual basis, such as up to two days absence from school to visit a dying relative, death of a family member, attendance at a funeral or any unavoidable one off event, but the following examples of requests for leave of absence that do not meet the criteria of an exceptional circumstance and will not be authorised and could be subject to a penalty notice/fine for pupils of statutory school age are:

- Cheaper holidays/flights in the UK or abroad.
- Holidays that overlap the beginning or the end of term.
- Trip of a life time.
- Visiting family or friends who have different half term holiday dates.
- Family weddings for more than 1 day or visits to see family abroad.
- Relatives coming to visit.
- Extension of leave if a pupil has not returned to school after an agreed absence if does not meet grounds for an exceptional circumstance.



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### AVOIDABLE ABSENCE IN TERM TIME

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 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 and unavoidable reason.

THE FACTS	THE LAW
<p>School aged pupils in maintained schools 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.</p> <p><b>WHAT YOU SHOULD CONSIDER</b></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. 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.</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 <b>unauthorised absence</b> and you may receive a £60* fine per parent for each child.</p>	<p>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.</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><b>Unavoidable absence from school will be authorised if it is for the following reasons:</b></p> <ul style="list-style-type: none"> <li>• Genuine illness.</li> <li>• Unavoidable medical/dental appointments (try to make these afterschool if at all possible)</li> <li>• Days of religious observance.</li> <li>• Seeing a parent who is on leave from the armed forces.</li> <li>• External examinations.</li> <li>• When traveler children go on the road with their parents.</li> </ul>	<p><b>Other examples of absence from school that will not be authorised:</b></p> <ul style="list-style-type: none"> <li>• Any type of shopping</li> <li>• Looking after siblings or unwell parents</li> <li>• Minding the house</li> <li>• Birthdays</li> <li>• Resting after a late night</li> <li>• Relatives visiting or visiting relatives</li> </ul>
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\*Penalty Notice £60 if paid within 21 days, increasing to £120 if paid after 21 days and before 28 days

## **Penalty Notice**

The fine for a penalty notice is £60 per child, per parent/carer, increasing to £120 if not paid after 21 days but within 28 days for pupils who are of statutory school age. If a penalty notice remains unpaid, parents may be the subject of court proceedings for failing to ensure the regular school attendance of their child(ren) this could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months per parent.

Parent/Carers who take unauthorised leave during term time or whose child has a pattern of unauthorised absence over any 4 week period could be subject to the issue of a penalty notice or prosecution.

The definition of parent in relation to a Penalty Notice includes and Step-parent and the partner of a parent who lives in the same household.

Please contact your child's head teacher if you wish to discuss the 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.





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WHEATFIELDS  
Primary School

Mrs Emma Verney-Davies  
Acting Headteacher  
Mrs Gemma Edwards  
Acting Deputy Headteacher

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### Absence Request Form

Student Details:

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Class: \_\_\_\_\_

Address: \_\_\_\_\_

Contact number : \_\_\_\_\_

Siblings details of compulsory school age:

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ School: \_\_\_\_\_

Name: \_\_\_\_\_ BOB: \_\_\_\_\_ School: \_\_\_\_\_

I request permission for my child to be absent from school

First day of absence: \_\_\_\_\_ Date of return: \_\_\_\_\_ 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 Exceptional Circumstances Information for parents, which is attached to this form for your convenience.**

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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 session***

Parent/Carer 1

Signed \_\_\_\_\_ Date \_\_\_\_\_

Parent/Carer 2

Signed \_\_\_\_\_ Date \_\_\_\_\_

**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 sessions \_\_\_\_\_

Number of unauthorised sessions to date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

