

Hill View Primary School Application form for Absence in Term Time



Please read carefully the 'Absence in Term Time - Information for Parent's, on the reverse of this sheet.

Child(ren)'s Name(s)	Class	Date of birth
Address		
Contact numbers Work	Home/Mobile	
I request permission for my child to be absent from school for the following reason:		
First Day of Absence from School	Date of Return to School	Total of School Days Absent

Please state the reasons for which you are applying for an authorised absence and the **circumstances** which make your **application exceptional**; include the reason why the absence cannot take place within the normal 13 weeks holiday your child has from school. If you are requesting authorisation to attend a specific event, please confirm the date of the event and explain your travel arrangements. If you require additional space please continue on the other side of the page.

These are **exceptional** circumstances because.....

.....

.....

.....

.....

.....

.....

Siblings:

Does your child have a secondary school sibling?
(Please tick appropriate box)

 Yes

 No

If yes, please state name of sibling..... and secondary school

Declaration: I have read the 'Absence in Term Time - Information for Parent's 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.

Signed

Date

School use:

Are the circumstances outlined exceptional?	Yes	No	Rationale
Is the request approved?	Yes	No	Recommended code
Proceed with a fixed Penalty Notice request?	Yes	No	Rationale
Additional actions/ meeting/ further information, notes etc			
Signed:			Dated:

Absence in Term Time- Information for parent/ carer's

What is good attendance?

At Hill View Primary Academy our aspiration that all pupils attend school at least 97%+, unless there are chronic health conditions or other specific mitigating circumstances.

What does the law say?

Changes to legislation which came into force in September 2013 made clear that Schools may not grant any leave of absence during term time unless there are exceptional circumstances. There is a form that needs to be completed to request absence of a pupil from school.

The Government says that all children should attend the school that they are registered at every day unless:

- They are too ill to go in.
- They have permission from the school or there are other arrangements agreed by the school.

When will absence requests be authorised?

- Government guidance means that at Hill View we are only permitted to authorise absence in exceptional circumstances, and this can only be done by the Head or Deputy.
- The Head or Deputy will consider each absence request individually against the guidance from the Government and decide whether to grant the absence. They will also decide how many days would be authorised if an extended absence is requested.

*It is the school's discretion to decide which circumstances are 'exceptional'. Examples of circumstances that are **not** exceptional may include:*

- *Holidays/ flights in term time that have already been paid for.*
- *Relatives visiting or visiting relatives.*
- *Days off for birthdays and trips.*
- *Absences that coincide or overlap with the start or ends of terms.*
- *A request for a family holiday during term time is not an exceptional circumstance it is a choice and will not be authorised and may attract a Fixed Penalty Notice and fine.*

Examples of exceptional circumstances where a request for an absence may be authorised:

- *Religious Observance –allowed for recognised religious observance and only where the observance is recognised by the religious body*
- *Medical, Dental or Hospital Appointments – where possible, please ensure these appointments take place out of school time in order not to disrupt your child's education.*
- *Absence due to bereavement of a close family member will be assessed on an individual basis but likely to be a maximum of 3 days absence*

What if I take my child on an unauthorised absence?

Please be aware that unauthorised holiday absence of 5 days or more can now result in the issuing of a Penalty Notice which carries a fine of £60 or if not paid after 21 days, then the fine is doubled to £120 and court prosecution if unpaid after 28 days. Penalty Notices are served per parent, per child.

If there are exceptional circumstances behind your request, you should write these on the form along with the purpose of the leave of absence. Absence will either be authorised or unauthorised by the school. Should you wish to discuss your request further you should request an appointment with the Attendance Lead in the first instance.

Why completing this form is important?

It is important that you are honest and inform the school where your child is if they are not at school or if you plan for them to be absent from school. We are committed to work with parent/ carers to ensure that every child attends well and makes good progress at our school. We have to comply with the legal frameworks set out by the government and this includes ensuring that we know where your child is whilst they attend our school.

Attendance is important to ensure that your child has the same education and opportunities as their peers, does not miss out on or have to catch up with important learning that can affect educational progress and achievement.