

SCARNING V C PRIMARY SCHOOL

ABSENCE REQUEST FORM *(INCLUDING HOLIDAYS DURING TERM TIME)*

Please note: taking your child out of school during term time could be detrimental to your child's educational progress

NAME[S] OF CHILD[REN] _____ CLASS _____

_____ CLASS _____

_____ CLASS _____

Address _____

Date of absence from: _____ to: _____

Total number of school days _____

Reason for application:

I/we have read the information on the reverse of this form.

Signature of parent(s)/carer(s) _____

Date: _____

Please note: The school will retain the original copy in your child's file. All holiday taken during term time will be marked as an unauthorised absence on your child's record.

The Headteacher will not authorise any holiday during term time.

IMPORTANT - please read overleaf

Holidays during Term Time

You are required under the Education Act (1996) to ensure your child attends school regularly. Schools should not authorise absences if they believe it is to the detriment of a student's education or if the absences are during school exam periods and SAT's.

Before completing this application we would advise that you consider very seriously how the absences will affect your child's education. National statistics show 10 days absence in any academic year does have a negative effect on attainment. Schools are not obliged to provide work for students taking leave of absence, however some schools may chose to do this.

The government advises that any excessive family holiday or any refusal of leave of absence must be recorded as unauthorised by the school on the student's records. Please be aware an accumulation of unauthorised absences may result in legal proceedings against you either through a Fixed Penalty Notice or the Magistrates' Court. (Information from Norfolk County Council)

Fixed Penalty Notices

With the implementation of the Anti Social Behaviour Act (2003) the Local Authority has statutory powers to use Penalty Notices to help tackle irregular school attendance and unauthorised absences. An unauthorised absence is any absence that the school has not given permission for or the parent/carers has been unable to provide a reason for the absence, which is acceptable to the school.

The school will discuss with the Local Authority any cases of unauthorised absence and whether the issuing of a Penalty Notice would be appropriate. A Penalty Notice is an alternative to a prosecution to the offence and can be issued when it is felt that parents/carers are failing in their legal responsibility to ensure their child attends school regularly.

The penalty is in the form of a £50 fine per parent/carers per child payable within 28 days, this increases to £100 payable between 29-42 days. Failure to pay usually results in prosecution in the Magistrates' Court.

*(Academic year =school year from September to July)

For more information on School Attendance you can visit the Norfolk County Council website www.norfolk.gov.uk