

Absence Request Form - Torquay Girls' Grammar School



I would like to have an absence authorised from:

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To:

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Name of student(s) attending Torquay Girls' Grammar School	Year & Form
Name of any siblings in another school for which an absence request has been submitted	Name of School

If your child/children will be with another person (not you) during the absence, please provide their details:

Full Name	Relationship to Child
Full Postal Address	

Reason for absence during term time including exceptional circumstances and details of why the absence must be taken in term time (please attach supporting documentation)

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Notes to Parent/Carers

The Law does not grant Parent/Carers an automatic right to take their or other children out of school during term time. Parents/carers have a legal duty to ensure that their child of compulsory school age receives a full-time education. If you wish to request an absence in term time you must have parental responsibility and be the parent or carer with whom the child normally lives. Any requests for avoidable absences from school can only be agreed by school in **advance of the absence and the absence will only be authorised if** circumstances relating to this request are considered exceptional. Please be aware the Department for Education guidance states that 'leave is unlikely to be granted for the purposes of a family holiday as a norm.'

Warning to Parents/Carers

If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence. A significant amount of unauthorised absence may make you liable for a Penalty Notice for each child, payable by each parent/carer, or the subject of court proceedings which could result in a fine of up to £2500 and/or a term of imprisonment of up to 3 months. Parents/carers should note that in normal circumstances, current practice is that two penalty notices will be issued to a parent relating to the absence of a child within a three-year period. The first penalty notice carries a penalty of £80 if paid fully within 21 days but is £160 if paid after 21 days and before 28 days. The second penalty notice carries a penalty of £160 and must be paid within 28 days. Should a further period of unauthorised absence be recorded, then the parent (s) carer/s will normally receive a Single Justice Procedure Notice or a summons to appear at a Magistrate's Court.

☐ I confirm that I/we have read the School's Attendance Policy / Torbay Warning Letter and that I/we understand that the decision made by the school is final and that there shall be no right of appeal against this decision.

☐ I consent to receiving letters and/or communications via my nominated email address from school and the local authority.

Name(s) of Parent /Carer		Signature(s) of Parent/carer		Date
Office use only				
Date form received	No of days absence requested		☐ Absence authorised Code ____	
	Parent/Carer Informed	Added to register	☐ Absence unauthorised	
Current Attendance			Signed _____ Head Teacher	

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
Pupils registered at a school are expected to attend punctually on the 188 days that the school is open. 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 £80* 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 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. 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.

Unavoidable absence from school will be authorised if it is for the following reasons: ▪ Genuine illness ▪ Emergency medical / dental appointments ▪ Days of religious observance ▪ Seeing a parent who is on leave from the armed forces ▪ External examinations ▪ When Traveller children travel with their parents for the purposes of work where this is agreed by the school	Other 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 ▪ <u>The Department for Education states: "Head teachers should only authorise leave of absence in exceptional circumstances. If a head teacher grants a leave request, it will be for the head teacher to determine the length of time that the child can be away from school. Leave is unlikely, however, to be granted for the purposes of a family holiday as a norm."</u>
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.	

*For the first offence a Penalty Notice will be charged at £80 if paid within 21 days, increasing to £160 if paid between days 22 and 28. If a second Penalty Notice is issued within a 3-year period, it will be charged at £160 without the option to pay less and must be paid within 28 days.