



FIVE ISLANDS ACADEMY
Absence Request Form - exceptional circumstances

Can you please complete this form and return to Reception for authorisation as soon as possible before the period of absence. **Absence from school during term time should only be requested/taken in exceptional circumstances.** If permission is not sought then the absence will be deemed as unauthorised. Unauthorised absence may be referred to the Local Authority and a Penalty Notice may be issued for £120, payable within 28 days, to each parent for each child taken out of the school. (Or £60 if paid within 21 days).

I request permission to take my child/children out of school during the school term for the reasons stated.

Name of child:	Class:	Reason for Absence:	Attendance
			%
			%
			%

At present Ofsted grades attendance as: 97-100% Outstanding, 95.1-97% Good, 94-95% satisfactory,

First day of absence to be Last day of absence to be Total days:

Signed:
(Parent/guardian/carer)

Date:

School Response:

A	Travel disruption (links to C)	N	No reason provided for absence
B	Educated Off site (not dual reg)	O	Unauthorised absence
C	Other authorised circumstances	P	Approved sporting activity
D	Dual registration	R	Religious observance
E	Excluded	S	Study Leave
G	Family Holiday (not agreed)	T	Traveller absence
H	Family Holiday (agreed)	U	Late (after registers close)
I	Illness	V	Educational visit or trip
J	Interview	W	Work experience
L	Late (before registers closed)	X	Non-compulsory school age abs
M	Medical/Dental appointments	-	All should attend/no mark recorded
Y	Unable to attend due to exceptional circumstances		Used where a student is unable to attend because: <ul style="list-style-type: none"> • The school site or part of it is closed due to unavoidable circumstances • Transport is not available and the student's home address is outside walking distance • Local or National emergencies that prevent the student attending school eg snow • A student is in custody for a period of less than 4 months. (If the place of custody has educational activities then code B can be used.)

Signed:
(Head Teacher)

Date:

AVOIDABLE ABSENCE IN TERM TIME

IMPORTANT: Please read carefully the information below.

WARNING: If you take your child on holiday in term time without the prior approval of the school, you may be liable for a Penalty Notice* per parent per child.

As a parent/carer, you can demonstrate your commitment to your child's education by, whenever possible, taking your holidays during school holidays.

THE FACTS	THE LAW
<p>We recognise that it is often expensive to take a holiday during school breaks and that is why some parents may ask for term-time leave for their child. However, it is important that parents carefully consider the implications of taking their child out of school during term time.</p> <p>Research suggest 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 their classmates.</p> <p>WHAT YOU SHOULD CONSIDER</p> <p>There are times during a school year when a child may experience particular problems because of term-time leave such as:</p> <ul style="list-style-type: none"> ● Closeness to exams or tests ● During GCSE, and other examination courses ● During the first year at a new school ● At the beginning of a new school term. <p>If the school refuses a request for term-time leave and the child is still taken out of school, this will be recorded as unauthorised absence and you may receive a £60* fine per parent for each child.</p>	<p>The law does not say that parents have an automatic right to take their child out of school for holidays during term-time.</p> <p>However, in exceptional circumstances school may authorise, in advance, requests for periods of leave. 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>Other absence from school will be authorised if it is for the following reasons:</p> <ul style="list-style-type: none"> ● Genuine illness ● Unavoidable medical/dental appointments (but try to make these after school if at all possible) ● Days of religious observance ● Exceptional circumstances, such as bereavement ● Seeing a parent who is on leave from the armed forces ● External examinations ● When Traveller children go on the road with their parents 	<p>Other examples of absence from school that will not be authorised:</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 or visiting relatives
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Please contact your child's head teacher if you wish to discuss this 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 take holidays during term time.

Penalty Notice £60 if paid within 21 days, increasing to £120 if paid after 21 days and before 28 days.