# Request for Student Absence

Please use this form to request that an absence should be deemed an authorised absence by the school. Please also see the detailed notes overleaf outlining the criteria for authorisation before completing this form. Any absence taken for an event for which permission was not sought first will be deemed an unauthorised absence. This form should received by the School Office at least a week before the requested absence.

**SECTION A: To be completed by parent / carer**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Student Name** |  | | **Year Group** |  | **Tutor Group** |  |
| **Date From** |  | **Date To** |  | | **Number of Days** |  |
| **Please state the reason why absence is requested (please give specific details)** | | | | | | |
|  | | | | | | |
| **Parent / Carer Name** |  | | **Signature** | |  | |
| **Date Signed** |  | | | | | |

**SECTION B: To be completed by school**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date Received** |  | | |
| **The Request has been** | Authorised / Not Authorised | **Signed** |  |
| **Parent Notified** |  | | |

**Notes:**

1. Illness and medical/dental appointments – however, we strongly encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary
2. Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student’s parents belong. If necessary, GWA will seek advice from the parents’ religious body to confirm whether the day is set apart
3. Absence for term-time holidays will not be authorised unless circumstances are exceptional.
4. The Approval of absence requests is at the Principal’s decision and may be recorded as an unauthorised absence.
5. Parents/Carers can be issued with a Fixed Penalty Notice where they take holidays in term time which are not authorised by the Principal.
6. It is a parent's legal responsibility to ensure their children are in school full time. Pupils should not be taken out of school during term time unless it is unavoidable. Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance. The guidance is clear that schools should not be considering a holiday as an exceptional circumstance. Knowingly taking your children out of school is an aggravated offence.

Penalty notices are charged as below-

**First Offence-** The first time a Penalty Notice is issued for unauthorised absence the amount will be:

£160 per parent\*, per child paid within 28 days. Reduced to £80 per parent\*, per child if paid within 21 days.

**Second Offence-** (within 3 years)The Second time a Penalty Notice is issued for unauthorised absence the amount will be:£160 per parent\*, per child paid within 28 days.

**Third Offence and Any Further Offences-** (within 3 years) The third time an offence is committed a Penalty Notice will not be issued and the case may be presented straight to the Magistrates’ Court. Prosecution can result in Criminal records and fines of up to £2,500.

**Please note- penalty notices are issued to each parent\* for each child that was absent. For example, 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.**

**\*Parent**

Section 576 of the Education Act 1996 defines "parent" as:

* All natural (biological) parents, whether they are married or not
* Any person who, although not a natural parent, has parental responsibility for a child or young person
* Any person who, although not a natural parent, has care of a child or young person