



## REQUEST: ABSENCE FROM SCHOOL DURING TERM TIME

### PLEASE REMEMBER

MNSP Headteachers will not grant any absence unless they are content that there are exceptional circumstances that warrant leave for a child. It is for the Headteacher to determine what constitutes exceptional circumstances, not the parent/carer.

Absence from school can seriously disrupt your child's continuity of learning. Not only do they miss the teaching provided on the days they are away; they are also less well prepared for lessons upon their return. There is a consequent risk of underachievement, which together we must seek to avoid.

I would like to request leave of absence for my child.

|                                                     |  |                    |  |
|-----------------------------------------------------|--|--------------------|--|
| School Name:                                        |  |                    |  |
| Child's Name:                                       |  | Class/Tutor Group: |  |
| Child's main home address:                          |  |                    |  |
| Dates                                               |  |                    |  |
| From                                                |  | to                 |  |
| This leave of absence must be in term time because: |  |                    |  |
|                                                     |  |                    |  |

Details of siblings of school age within the MNSP Trust (forms must be completed for each child)

|               |  |                 |  |
|---------------|--|-----------------|--|
| Child's Name: |  | School Attended |  |
| Child's Name: |  | School Attended |  |

Where possible, both parent/carer details should be completed in full

|                                                                                              |  |        |  |
|----------------------------------------------------------------------------------------------|--|--------|--|
| Parent/Carer 1: <i>(Details to be used in the event that legal action becomes necessary)</i> |  |        |  |
| Full Name:                                                                                   |  |        |  |
| Relationship to child                                                                        |  |        |  |
| Address<br>(if different to child's main address)                                            |  |        |  |
| Date of Birth                                                                                |  | Signed |  |

|                                                                                              |  |        |  |
|----------------------------------------------------------------------------------------------|--|--------|--|
| Parent/Carer 2: <i>(Details to be used in the event that legal action becomes necessary)</i> |  |        |  |
| Full Name:                                                                                   |  |        |  |
| Relationship to child                                                                        |  |        |  |
| Address<br>(if different to child's main address)                                            |  |        |  |
| Date of Birth                                                                                |  | Signed |  |

|                         |  |
|-------------------------|--|
| Date of form completion |  |
|-------------------------|--|

**This form must be completed and returned to the school no less than 3 weeks before the planned absence.**

## PRIOR TO APPLYING FOR TERM TIME ABSENCE PLEASE READ THIS IMPORTANT INFORMATION

The full Trust Attendance Policy followed by each school can be accessed via each school website.

1. Parents/carers have a legal duty to ensure that their children, if they are of compulsory school age, receive a suitable full-time education through regular attendance at school or otherwise (e.g. elective home education) (Section 7 Education Act 1996).
2. If a child of compulsory school age fails to attend regularly at the school they are registered at, the parent/carer will be guilty of an offence (Section 444(1) Education Act 1996).
3. School attendance is vital for educational progress and all Trust Schools strongly discourage term-time absence.
4. There is no entitlement to have leave of absence during term time and CEO/Headteacher/or other authorised person, are unable to authorise absence unless it is **evidenced** that the request constitutes an **exceptional circumstance** in line with The Education (Pupil Registration) (England) Regulations 2006 & subsequent amendments.
5. The expectation is that all students aspire to achieve 100% attendance at school, with a minimum of 96%, unless there are exceptional authorised reasons for absence.
6. **A Parent/Carer is defined** under Section 576 of the Education Act 1996 as: the natural parent of a child, whether they are married or not; anyone who although not a natural parent, has parental responsibility for a child; any person who has care of a child or young person i.e. lives with and looks after the child (e.g. partner, step-parent, sibling over the age of 18 or grandparent).
7. Department of Education (DfE) Guidance states good attendance should be promoted, and absence should be challenged and addressed early to ensure every pupil has access to full-time education to which they are entitled.
8. **Penalty notices\*** are used as a deterrent to absence during term time. Each School's Local Authority (LA) has the statutory duty to issue penalty notices and/or process legal action upon submission of appropriate evidence by a school. A penalty notice is a fine of **up to £160 per parent, per child**, and failure to pay will result in prosecution before a Magistrates Court. Should prosecution take place (under Section 444(1) Education Act 1996) and if convicted, parents/carers may be fined up to £2500
9. All requests for leave will be considered on an individual basis and **must be received in advance** - (we ask for at least 3 weeks advance notice of any absence where possible, to allow for administering the request). Details of other school age siblings and where they attend school should be provided, as we are required to liaise with schools where siblings are on-roll.
10. **If a request is refused the absence will be recorded as unauthorised.** All unauthorised absence will carry a warning that legal action may be taken. Whether this action takes place will depend on the amount of sessions/days absence requested. Each Local Authority will determine if a penalty notice should be issued based on information received from the school.
11. If the period of absence requested is **authorised**, the requested dates must be adhered to. Failure to travel and return on the requested dates, will cause additional absences to be recorded as unauthorised and may lead to a legal sanction being imposed.
12. If absence is **not requested in advance** and it is suspected that absence from school is due to unauthorised reasons e.g. holiday or unexplained absence, you will be required to provide evidence to prove the absence was for legitimate authorised and exceptional reasons. failure to do so may result in a penalty notice being issued.
13. Your child may also be registered as a 'Child Missing Education' with the Local Authority and their place at the School may be at risk if they have unauthorised absence for 20 days or more and we cannot establish your child is definitely returning.

*\*Schools will issue penalty notices separately to **each** parent, and for **each** child. For example, a family with two parents and two children taking unauthorised absence would receive the following penalties:*

**Parent 1** = 1 penalty for child A plus 1 penalty for child B = 2 penalties

**Parent 2** = 1 penalty for child A plus 1 penalty for child B = 2 penalties

**Total payable by the family = 4 penalties (or £640)**



CURRENT  
ATTENDANCE  
%

Dear Parent/Carer,

Re: Child's Name: ..... Class/Tutor Group: .....

Further to your recent request for leave of absence.

☐

**Leave of absence authorised** between ..... and .....

Please ensure that your child returns to school promptly following your leave as failure to do so can result in their removal from the school roll.

☐

**Leave of absence refused.** Any absence from school between ..... and .....

..... will be marked as unauthorised and referred to the A&WSS (Attendance & Welfare Support Service) who may issue a Penalty Notice of up to £160 (S.444(1) Education Act 1996).

Signed.....(Headteacher)

Date:.....

**PLEASE CONTACT THE SCHOOL OFFICE, IF FOR ANY REASON THIS LEAVE OF ABSENCE IS NOT TAKEN**