



Notification of absence during term time

This form must be completed to inform us of ALL absences

You must inform the school in advance of your intention to remove your child for planned absences including appointments. Failure to do so may result in the Educational Welfare Services being informed. We are required by law to differentiate in our register between authorised and unauthorised absences from school. All absences must be reported to school with the relevant reason – types of illness must be stated.

Name of Pupil		Class		% Attendance	
Name of Pupil		Class		% Attendance	
Name of Pupil		Class		% Attendance	

Name of Parent making request					
Absence Start date		Absence Start time			
Days or part days absent		Return to School Date			
Reason for absence					

Exceptional circumstances for Head Teacher consideration:

Meal Type if arriving in school after 10am:

See note below regarding arrival/departures over the lunch break period

Parents Signature		Date	
-------------------	--	------	--

Pupils who have been absent during the morning session must return to school 10 minutes before the start of their lunch break or 5 minutes before the start of their afternoon session. ***Pupils are not permitted to arrive or leave the premises during the lunch break session (unless they are unwell and we have asked you to collect them from school).***

Nursery Lunch Break: 11.50am to 12.20pm	Years R to 6 Lunch Break: 12.30pm to 1.30pm
---	---

Appointment cards/letters must be presented to evidence medical absences, for these to be authorised absences	
--	--

Head Teacher Signature:		Authorised ✓		Attendance Mark
		Not authorised ✓		

Notes for parents are shown overleaf

Parents DO NOT have the legal right to take their child out of school for holidays during term time.

These absences will not be authorised and may lead to your child losing their place in the school.

If children do not attend regularly, or have long periods away from school, they can quickly fall behind their peers. If children are absent and we do not know the reason for absence, we will contact you as soon as possible and ask why. Current regulations make clear that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances.

In accordance with the new Government statutory guidelines, holiday absence during term time will be recorded as unauthorised.

Please see the guidance listed below:

Penalty Notice for not attending School

A penalty notice is a type of financial penalty you must pay.

From 19 August 2024, you will be issued a Penalty Notice if your child has a total of 10 sessions of unauthorised absence in any period of 10 school weeks

Penalty Notices are issued to each parent, for each child.

This means if Penalty Notices were issued for 3 siblings, they would be issued to both parents – 6 Penalty Notices in total.

Legal proceedings will be taken against you if payment of the Penalty Notice is not made within 28 days.

First offence

First Penalty Notice per parent, per child, you must pay:

- **£80** if you pay within 21 days
- **£160** if you pay after 21 days but within 28 days

Second offence within 3 years

Second Penalty Notice within 3 years per parent, per child, you must pay:

- **£160** within 28 days

Any other offence within 3 years

Legal proceedings will be taken against you if:

- Your child has any further unauthorised absences within 3 years

Legal proceedings could lead to a higher financial penalty and will result in a criminal record