

NOTTINGHAM UNIVERSITY SAMWORTH ACADEMY
ABSENCE REQUEST FORM (exceptional circumstances only)

TO PRINCIPAL/ATTENDANCE IMPROVEMENT OFFICER

I WISH TO APPLY TO REMOVE MY CHILD FROM THE ACADEMY FOR THE PURPOSE OF A HOLIDAY UNDER EXCEPTIONAL CIRCUMSTANCES

Child's Name..... Year.....

Child's Name.....Year.....

DATE FROM..... DATE TO.....TOTAL DAYS.....

NAME OF (PARENT(S)CARER(S).....

(only parent/carer registered on our system can apply for holidays)

ADDRESS.....

.....

Please explain fully the exceptional circumstances that you would like the Academy to consider for authorisation of a holiday. Continue on a separate sheet if necessary.

Signature(s).....

NOTES TO PARENTS/CARERS

The law does not grant parents/carers an automatic right to take their children out of school during term time. If the request is for an absence in term time you must have parental responsibly and be the parent/carer with whom the child normally resides with. Permission must be sought in advance. If the circumstances relating to this request are considered exceptional and the absence is authorised this will be conditional on the child/ren attending satisfactory (above 94%) up to the date covered by the request.

In case of an UNAUTHORISED holiday the Educational Welfare Service will be notified of the holiday taken and a Penalty Notice will be issued. The penalty notice is issued to each parent for each child taken out of school. A Penalty Notice is a fine of £60 per parent, per child, payable within 21 days which increases to £120 if paid after 21 days and before 28 days.

Holidays have a detrimental effect on your child's overall attendance. Even if this holiday is authorised if you child's attendance falls below 94% you will receive a letter of concern.

If the request for holiday is refused and the children are still taken out of school, this absence will be recorded as an unauthorised absence. A significant amount of unauthorised absence may make you liable to 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.

In the event of the child not returning within 10 schools days of the agreed return date and no satisfactory explanation has been provide for the none return the child can be removed from the school register.

A copy of the holiday form along with a decision will be returned to you. If you wish to discuss this further please contact MRS TRACY ALDRIDGE

Dear Parent/Guardian/Carer

ABSENCE REQUEST IN TERM TIME –New Legislation

Please read through our information and guidelines/legislation before completing the application form overleaf. Guidelines are obtained directly from the DfE.

Parents do not have an absolute right to remove their children from school during term time. Under new legislation the Academy will refuse permission for you to take your child on holiday during term time unless there are 'exceptional circumstances'. This does not cover situations like cheap holidays, work patterns, birthday treats, better weather, family weddings (unless a parent), sporting events, extended weekend breaks, family get togethers, newspaper holiday promotions. These are just a few but there are many other circumstances when we will not be able to agree to an absence. If you still decide to take your child out of the Academy you may receive a Penalty Notice. If the Academy refuses the request and the decision is taken by the parent/carer to still take the student away, the Principal may request that the Education Welfare Service proceed with a Penalty Notice under Section 444 (1) of the Education Act 1996. This will result in each parent/carer that resides with the child, being fined £60, per child, payable in 21 days or £120 if paid within 28 days.

Each request for absence is considered individually. If the request is considered to be 'exceptional' we will still take the following into account when considering the request. The age of the child, the time of year, the proposed trip and its nature or purpose, the students ability to catch up on work missed and their educational needs, the overall attendance of the student historically and currently, their current levels of progress and the length of the absence requested.

If a pupil is found to have taken a holiday without first informing school a Penalty Notice will still be requested even after the pupil has returned.

A student missing 2 weeks of education to go on holiday will miss approximately 50 hours of learning. Some students never manage to catch up; this will have an adverse effect on their academic progress. Attendance and attainment are linked, statistics prove having an attendance percentage less than 90% can lead to a student dropping a GCSE grade, for example a C grade to a D grade. Please think carefully before taking your child out of school.

If you wish to discuss any of the above further please do not hesitate to contact me.

Yours sincerely

Tracy Aldridge
Attendance Improvement Officer