

LITTLE BOWDEN PRIMARY SCHOOL

CHILD'S ABSENCE APPLICATION FORM (inc. Exceptional Circumstances)

NAME OF CHILD/CHILDREN:CLASS	
..... CLASS	
DATE OF ABSENCE: FROM: TO:	
NUMBER OF DAYS IN TOTAL	
PLEASE NOTE: <ul style="list-style-type: none">• Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances.• Any leave taken without authorisation with the school will be marked as "unauthorised absence" and the matter will be referred to the Local Authority for Penalty Notice to be issued.	
Reason why this absence is required and could not take place outside of term time hours; 	
SIGNED:	DATE:



Reply from Head Teacher;

NAME OF CHILD/CHILDREN: CLASS	
..... CLASS	
DATE OF ABSENCE: FROM: TO:	
NUMBER OF DAYS IN TOTAL	
I am able to give permission for you to take your child/children out of school;	<input type="checkbox"/>
I am unable to give permission for you to take your child/children out of school; If taken the matter will be referred to the Local authority.	<input type="checkbox"/>
SIGNED:	DATE:

Please see letter on other side

Headteacher: Mr B Brannigan



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Your request for a leave of absence for your child/ren

Dear Parent/ Carer,

Thank you for making a request for a leave of absence for your child. Before making your request, I wish to highlight important information about the new attendance guidance issued by the Department for Education (DfE).

Regular and punctual attendance of pupils at school is both a legal requirement and essential in order for pupils to maximise the opportunities available to them. Research published by the DfE in May 2022 found pupils with higher attainment at KS2 had lower levels of absence over the key stage compared to those with lower attainment.

Parents may request a leave of absence for their child using the form overleaf, but **the Headteacher can only authorise the absence in exceptional circumstances**. Taking your child out of school because an event or holiday is cheaper or because a family member can only take holiday during term time is **not** considered an exceptional circumstance.

Should your request for absence be unauthorised, it may be referred to the Local Authority, who have the authority under the Education Act 1996 to issue a penalty notice.

As from 19 August 2024, the Penalty Notice is £160, which is reduced to £80 if paid within 21 days of it being issued.

If you have any questions about the new guidance, you can refer to the Local Authority's website for further information or the DfE's guidance 'Working Together to Improve School Attendance', or by making an appointment with our Attendance Lead, Mr Campion.

Kind regards,

Mr B Brannigan

Please complete form on other side