

Roseacre Primary Academy



ABSENCE REQUEST FORM 2016-17

All requests must be made six weeks before a planned absence.

Name(s) of child(ren):

Date(s) of birth:

Class(es):

Dates of requested absence

First day of absence:

Return to school:

Number of days requested:

Reason for absence during term time:

I understand that keeping my child off school may result in the absence being recorded as **unauthorised**. This could result in action being taken against me for my child's non-attendance and a penalty notice incurred.

Signature of parent/carer:

Date:

Name (print) _____ Relationship to child: _____

Office Use only

The request for leave of absence was AUTHORISED / NOT AUTHORISED

Signed: _____ Headteacher/Deputy Headteacher

Passed to Pastoral & Welfare

Code(s) to be used:

Total sessions absent this year:

Attendance percentage:

Copy of form sent home

PN to be issued? YES / NO

Passed to office

Entered onto SIMS

Filed

Dear Parents and Carers,

There has been much controversy around term-time absences and what can and cannot be authorised. The Academy policy, supported by the Governors of Roseacre, is that absences will not be granted during term time and will only be authorised, at the discretion of the Headteacher, in exceptional circumstances. The fundamental principles for defining 'exceptional' are: rare, significant, unavoidable and short; by 'unavoidable' we mean an event that could not reasonably be scheduled at another time

Term Time Holidays

Many parents still believe that they are automatically allowed 10 days per year; this is **not** the case in law. By law, all children of compulsory school age must get a proper full-time education and parents are responsible for making this happen.

Children and families have **175** days off school to spend together, including weekends and school holidays. Being unable to take family holidays during the school holidays due to work commitments is not considered to be an 'exceptional circumstance'.

A little bit about Unauthorised Absence

- Any child who is absent from school due to holidays taken in term time will be classed as having an **unauthorised** absence.
- These absences *will* result in intervention from school; your child's attendance will be monitored and you will be informed of this by letter.
- All unauthorised absences are reported to the Local Authority and may result in a Penalty Notice being issued.
- Unauthorised absence figures are reported to the Department for Education (DfE) and form part of the school's overall picture for school attendance for the performance tables.

Headteachers are charged, by the DfE, to challenge absences. At Roseacre, we do this by keeping parents informed when their child's attendance is of concern, putting interventions in place to support positive attendance and, where necessary, issue Penalty Warning notices. It is our responsibility to provide the best possible education for your children; we can only do this if they attend regularly.

The Facts

- A child who has 2 weeks holiday in term time can achieve a maximum of 94.7% attendance over the year.
- Attendance of less than 95% is known to compromise children's attainment.
- Attendance below 90% is classed as 'Persistent Absence'.

Please support us, and your child, by taking family holidays in the school holidays.