

South End Junior

HEADTEACHER: MISS GURDIP KAUR
DEPUTY HEADTEACHER: MRS LISA GIBBS

Absence Request Form

Government guidelines prevent Head Teachers from granting any leave of absence during term time, unless there are exceptional circumstances. (A family holiday during term time does not fall into the category of 'exceptional circumstances')

Requests that are for less than 5 day and recorded as unauthorised, then extended due to sickness/illness that takes the absence to 5 days or more, will also not have the sickness/illness authorised unless medical evidence is provided. Medical evidence can take the form of prescriptions, appointment cards etc. rather than doctors' notes.

Information received from North Northamptonshire Council states that we need to report to them all parents and carers who take their child out of school for 5 days (10 sessions) or more if the absence is recorded as unauthorised. Unauthorised absences that are either consecutive or over a 10 week period will be reported.

NNC state that following the referral, parents and carers could be issued with a Penalty Notice. A PN can also be issued as a sanction for irregular attendance.

- The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.
- A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution, but may include other tools such as one of the other attendance legal interventions.

PART A: TO BE COMPLETED BY PARENT/CARER AND RETURNED TO THE SCHOOL OFFICE

Child's Name Class

Dates of requested absence: First day _____ Last day _____ Number of days

Reason for absence _____

Name of parents/carer requesting and also attending this absence _____ Date _____

1. Name _____ Relationship to child/ren _____

2. Name _____ Relationship to child/ren _____

PART B : TO BE COMPLETED BY THE SCHOOL

Code to be entered on register Letter sent to parent re Referral **Y / N** Date _____

PART C: TO BE RETURNED TO PARENT/CARER

Child's Name _____ Class _____

No of days requested Between Dates _____ / _____

Requests that are for less than 5 day and recorded as unauthorised, then extended due to sickness/illness that takes the absence to 5 days or more, will also not have the sickness/illness authorised unless medical evidence is provided. Medical evidence can take the form of prescriptions, appointment cards etc. rather than doctors' notes.

5 days (10 sessions) or more of unauthorised absence could mean that you are issued with a penalty notice of at least £80 (per parent, per child

Codes	Marked as	Letter sent re: referral Y/N
C - Other authorised circumstances	Authorised Absence	
P - Approved Sporting Activity	Authorised Absence	
R - Religious Observance	Authorised Absence	
G - Family Holiday/Event (not agreed)	<u>Unauthorised</u> absence	
O - Other unauthorised absence	<u>Unauthorised</u> absence	

Signed _____
Headteacher