



St Nicholas School Absence Notification Form

Before completing this form please read the notes overleaf relating to the authorisation of pupil absence during term time.

Request / Notification of Absence

Name of child / children	
Class / Classes	
Proposed date of absence	
Reason for absence (please use this space to briefly justify why this absence is requested during term time)	
Signature:	Date:

FOR OFFICE USE ONLY	
School authorisation is ticked as appropriate	
Your request for absence has been authorised and the class teacher has been informed.	
Your request for absence has not been authorised. Your child's absence will be recorded as unauthorised.	
<p>NOTE: Under the new 2013 regulations Head Teachers may not grant leave of absence during term time unless there are EXCEPTIONAL circumstances. The new regulations have removed references to family holiday in 'special circumstances'.</p> <p>The Education Welfare Officer will be notified if your child's unauthorised absence REACHES 10 or more sessions (5 school days), continuous or aggregated within the previous six months within the current academic year.</p> <p>Payment of £120 is required by each parent for each child within 28 days of receipt of a Penalty Notice, should one be issued by the Education Welfare Officer. This sum will be reduced to £60 if paid within 21 days.</p>	
Signature of Head Teacher 	Date:

Overview

The school's legal responsibilities relating to term time holiday states that time off school for family holidays cannot be authorised for any reason. Schools can only allow absence in exceptional circumstances.

These circumstances are:

- when a family needs to spend time together to support each other during or after a crisis;
- for service personnel and other service employees who are prevented from taking holidays outside term time *if* the holiday will have minimal disruption to the pupil's education.

In general terms, the Local Authority expects a school to consider the potential negative impact that any absence can have on a child's academic progress, even if a child's attendance is good, for example at 95% or above.

In relation to the above the Local Authority would not, however, expect schools to agree holiday leave if:

- the pupil already has poor attendance and the Educational Welfare Service has family involvement;
- the pupil would miss public examinations such as National Curriculum Key Stage 2 and 3 SATs and GCSEs or similar.

If a pupil accumulates 5 days / 10 sessions (1 day = 2 sessions) of unauthorised holiday absence within a rolling 6 month period, the school is obligated to notify the Local Authority and a Penalty Notice will be issued to each parent for each child where that applies.

A penalty of £60 will apply if paid within 21 days or £120 if paid up to 28 days. If after 28 days the penalty has not been paid, legal proceedings will be taken through the magistrates court for the unauthorised absence.