

Moorlands Primary School



ABSENCE REQUEST FORM

I request permission for my child(ren) to be absent from school during term time:

Name \_\_\_\_\_ Class \_\_\_\_\_ Name \_\_\_\_\_ Class \_\_\_\_\_
Name \_\_\_\_\_ Class \_\_\_\_\_ Name \_\_\_\_\_ Class \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ (inc). Total number of school days requested: [ ]

REASON FOR ABSENCE DURING TERM TIME:

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

I understand the following;

- That permission can only be granted under exceptional circumstances (as set out in the 2006 DfE Pupil Registration Regulations, as amended in 2013).
• That should the absence not be authorised by the Head Teacher, the absence will be recorded as unauthorised and a penalty notice may be issued, incurring a fine (£60 per parent, per child). See more details below.
• That there is the possibility of prosecution under Section 444 of the Education Act 1996 for repeat offences of unauthorised leave of absence.
• That there is the possibility of a fine of up to £2,500 or 3 month imprisonment for non-payment of a penalty notice should the case go to court.
• That if I remove my child/ren from school for an unauthorised holiday the school has the right to remove the child/ren from the school register and may give the place/s to another child/other children.

Prolonged absence from school can have a detrimental effect on a child's education and although this absence may be authorised, it will still affect the child's overall attendance figures (used by the School, Kirklees Local Authority & nationally).

Signed \_\_\_\_\_ (Parent/Carer) Date: \_\_\_\_\_

Please print name \_\_\_\_\_

Please return to the School Office

Office to complete & return copy back to parent(s):

The requested absence has been:

[ ]

AUTHORISED

[ ]

UNAUTHORISED \*

Signed: \_\_\_\_\_ Head Teacher Date: \_\_\_\_\_

\* PENALTY NOTICE - if this box is ticked the school will be sending notification to the Local Authority which will usually result in a penalty notice being issued. You will receive notification from Kirklees Council in due course, to whom fines will be payable. The penalty notice will be issued to both parents - £60 per parent per child if paid within 21 days, increased to £120 if it is not paid (in full) within 28 days. Failure to pay the penalty notice could result in Kirklees Children & Young People Service starting legal proceedings against you for the offence of not ensuring your child's attendance in school.

Office Action: [ ] Signed copy sent to parent/carers [ ] Integris updated [ ] Penalty Notice completed