



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 (**£80 per parent, per child**). The penalty notice will be issued to **both** parents. 1st occasion: **£160 per parent per child** to be paid within 28 days, **reduced to £80** if paid within 21 days. 2nd occasion within 3 years **£160 per parent per child** to be paid within 28 days, no reduced rate available. 3rd occasion within 3 years no penalty notice, the case goes straight to the Magistrates Court. Magistrates' fines can be up to £2,500 per parent per child. Cases found guilty can show on a Parents future DBS certificate, due to failure to safeguard a child's education.
- **There will be a new national threshold of 10 unauthorised sessions for any reason (equivalent to 5 school days) within a rolling 10 school week period for when a penalty notice must be considered.**
- 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 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 could result in a penalty notice being issued. You will receive notification from Kirklees Council in due course, to whom fines will be payable.

*** PENALTY NOTICE** - if this box is ticked and there are 10 unauthorised sessions (5 days) the school will be sending notification to the Local Authority which could result in a penalty notice being issued.

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