



TWYNNING SCHOOL

Exceptional absence request

Pupils need to attend school regularly to benefit from their education. Missing lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school. Section 444 of the Education Act gives powers to the Local Authority (LA) to issue penalty notices when a parent or carer is considered capable of but unwilling to secure an improvement in their child's school attendance and/or punctuality. Information on the Department for Education website states that '**Head Teachers may not grant any leave of absence during term time unless these are exceptional, e.g., serious family illness or bereavement.**' The vast majority of requests will therefore be refused and, if a holiday in term time is taken, this will constitute unauthorised absence, which may result in the issue of a penalty notice to each parent in respect of each child.

Please refer to our Attendance Policy on our school website for more information.

Please complete the slip below, providing information as to why a leave of absence should be authorised.

Pupil Name Class/Year group.....

Pupil's address

I wish to apply for absence from to

Reason for absence

I understand that if the absence request is not authorised and is subsequently taken the, Headteacher may request that the Local Authority issue a Fixed Penalty Notice. I understand that a Penalty is issued to each parent for each child taken out of school. I understand that if I do not pay this it may result in legal action.

Parent/Guardian signature

1: Date.....

Parent/Guardian signature

2: Date.....

On behalf of the Governing Body I authorise/do not authorise absence from school for

..... from to

Head teacher's signature: date

Brief statement by Headteacher:
