

Standens Barn Primary School



Request for Absence from learning in exceptional circumstances

Holidays cannot be authorised in accordance with Educational regulations

Pupils are only in school for 190 days each year.

There are 175 other days for holidays and other activities

80% attendance represents **1 day off per week.**

90% attendance represents **1 day off per fortnight.**

How to use this form:

- For all absences from learning other than sickness.
- Return to the school at least two weeks before the date of requested absence.
- Use a separate form for each child and each absence.

Guidance:

- The Head teacher will not grant any leave of absence (holidays) during term time
- May is an important month in the school calendar for statutory/non statutory tests (SATs).
On no account should children be taken out of school during the month of May.

Parent/Guardian to complete this section:

Name of child:		Class:
Is this the first request for absence this academic year?	Yes / No	Current Attendance %
Dates requested:		Number of school days requested:
Reason: (this must be an exceptional circumstance, eg company policy for parent to take holiday at specific time – must be provided with documentary evidence) The location of the holiday must also be provided.		
Location:		
Signed:		
Print name:		Date:

School Office to complete this section:

Last year Attendance =	Green	97% - 100%	Above the national average.
Current Attendance =	Yellow	96% - 96.9%	Just above national average.
	Amber	94% - 95.9%	Below the national average.
	Pink	90% - 93.9%	Below national. At risk of dropping into the Persistent Absent group.
	Red	0% - 89.9%	Significantly below the national average. This means being persistently absent from school.

Head teacher to complete this section:

Your request is approved and the absence as set out above is duly authorised	The code placed in the register will be:	For example: Religious (R) Educated off site (B) Other Authorised Circumstances (C) Unauthorised holidays (G)
Your request is not approved. If the pupil is absent as proposed above, it will be recorded as unauthorised for the following reason:		
Signed:		Date:

Standens Barn Primary school, the Local Authority and Government believe that absence during term time should be avoided as it can have a damaging effect on pupils' education and overall achievement. As per guidance received from The National Framework for Penalty Notices and North Northants: 'If you take your child out of school for an accumulative total of 5 days or more (10 sessions) (83.33%) over a period of six weeks, the school will deem this as irregular attendance and will consider a referral to the Local authority for consideration of legal action. This could include;

A Penalty Notice payable up to £120 fine without further reference to you for a penalty notice this warning is valid for 12 months. Prosecution under s444 (1) Education Act 1996, where if convicted you may be fined up to £1,000. Prosecution under s444 (1) (a) Education Act 1996 where if convicted you may be fined up to £2,500 and/or 3 months' imprisonment."

From August 2024, the fine for school absences across the country will be £80 if paid within 21 days, or £160 if paid within 28 days. This rate is in line with inflation and is the first increase since 2012. In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160.

Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered.

If you're prosecuted and attend court because your child hasn't been attending school, you could get a fine of up to £2,500.

Being taken to court could result in you having a criminal record.