

# REQUESTS FOR ABSENCE IN TERM TIME

## NOTICE TO PARENTS/CARERS



Dear Parents/Carers

The laws which govern our ability to grant absence during term time were tightened up as from September 2024.

The new regulations make clear that headteachers may **not** grant any leave of absence during term time unless there are **exceptional circumstances**. A family holiday is not an exceptional circumstance and will not be granted during term time.

Any absence from school will disrupt your child's learning. You may consider that a holiday will be educational, but your child will miss out on essential teaching and may fall behind. Children returning from term time absences are also unprepared for lessons which build on the teaching they have missed. Teachers then have to spend more time helping them catch up on missed work. This poses a potential risk of under achievement; it is unfair on other children in the class and something we have a responsibility to avoid.

If you consider that your request for your child's absence is exceptional you will need to complete a form from the office. If the absence is not considered to be an exceptional circumstance, and you choose to take your child out of school, the absence will be recorded as unauthorised.

**In the case of an unauthorised absence the Education Welfare Officer will be notified and a Penalty Notice will be issued as applicable by Reading Borough Council. Please note that penalties are issued to each parent and for each child taken out of school. A Penalty Notice is a fine of £80, when payment is made within 21 days. After 21 days it increases to £160.**

All absence requests must be completed on the attached form. This should be returned to the school office at least 14 days before the start of the absence.

I hope you will support our efforts to raise attendance and attainment at Micklands.

Yours sincerely,

Richard Rolfe (Chair) on behalf of The Governing Body of Micklands Primary

## APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

If you believe you have no choice but to request absence in term time, and that you have exceptional circumstances, please complete this form and return to the school office at least 14 days before the date you wish to remove your child from school.

Pupil Name ..... Class .....

First day of absence ..... Date of return to school .....

Total number of days missed .....

Reasons for absence .....

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***I understand that if the absence request is unauthorised the Education Welfare Officer will be notified and a Penalty Notice will be issued as applicable by Reading Borough Council. I understand that a Penalty is issued to each parent and for each child taken out of school and that this is a fine of £80 which increases to £160 if not paid within the first 21 days. I understand that if I do not pay this, it may result in legal action.***

Name of Parent/Carer making application .....

Signed ..... Dated .....

(Please ensure you are giving at least 14 day's notice of the proposed absence)

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Pupil Name ..... Class .....

☐ AUTHORISED: Your request has been authorised for the following dates:

\_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_

☐ UNAUTHORISED: Your request for a leave of absence during term time has not been authorised because:

(NB- if you proceed to take the holiday this may result in a Penalty Notice being issued as applicable)

Signed ..... Head Teacher Date \_\_\_ / \_\_\_ / \_\_\_