



### ABSENCE REQUEST FORM - COPLESTON

**For the Parents to fill in:**

I would like to request 'leave of absence' for:

Name	Form	School

**\*\*Please include children in the family who attend other schools but you must also complete a separate form for other schools.**

From:	To: (inclusive)	Total School Days =
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Please give a reason why the family cannot take their holiday during school holidays:

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

Please return this form to the Attendance Office at least **three weeks** before absence starts, together with evidence, where necessary.

**For the School to fill in:**

**Date received:** \_\_\_\_\_

**Student's Name:** \_\_\_\_\_

**Form:** \_\_\_\_\_

**Attendance record (% of absences):** \_\_\_\_\_

**Evidence provided** \_\_\_\_\_

**Primary School contacted: YES / NO** Date: \_\_\_\_\_ **Their decision:** \_\_\_\_\_

<b>Authorised</b> by Attendance Officer Signed:	Reason for authorisation:
<b>NOT Authorised</b> by Attendance Officer. Signed:	Reason for refusal:

Family Holiday – agreed <b>H</b>	Family Holiday – not agreed <b>G</b>	Extended Family Holiday – agreed <b>F</b>	Religious observance <b>R</b>	Other Authorised Absence <b>C</b>

# Absence Request Form

**Head teachers have been given the following directive by the Suffolk Director for Children & Young People, regarding requests for holiday/absence during term time.**

Term-time holidays are intended for children whose parents are unable to take holiday at any other time.

Schools will consider every application individually; its policy is NOT to grant leave of absence for a holiday other than in the most exceptional circumstances. Time off school for family holidays **is not a right**. An application must be made, with appropriate evidence, **three weeks in advance** of the holiday.

Schools will consider authorising holidays for:

- Service personnel
- When a family needs to spend time together to support each other during or after a crisis e.g. bereavement.

Requests for holidays for the following reasons will not be authorised:

- cheaper cost of holiday
- availability of the desired accommodation
- poor weather experienced in the school holiday periods
- Overlap with beginning or end of term.

Schools will NOT authorise a holiday during periods of national tests, i.e. SATS and GCSE/GCE examinations.

The Education Attendance Service, on behalf of Copleston High School, will be issuing fixed penalty notices in the following situations where unauthorised absence occurs:

- Where a pupil has taken holiday during term-time for 4 or more days and the absence is not authorised by the school;
- Where a pupil has missed at least 8 sessions (4 school days) due to unauthorised absence in a school term.

The penalty is payable to the Local Authority (details for the payment will be contained in the notice).

The amount of the penalty is -

- £60 per parent per child paid within 21 days of receipt of the notice.
- £120 per parent per child if paid after 21 days but within 28 days of receipt of the notice.