

COPLESTON CLUSTER
ABSENCE REQUEST FORM.



Appendix e

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:** _____

Authorised by Attendance Officer Signed:	Reason for authorisation:
NOT Authorised by Attendance Officer. Signed:	Reason for refusal:

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

[Type here]

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 5 or more days and the absence is not authorised by the school;
- Where a pupil has missed at least 10 sessions (5 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.

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