

FARLINGAYE HIGH SCHOOL

Absence Request Form

As there is a clear link between attendance and achievement, the Headteacher will very carefully consider requests for absence, on an individual basis, before permission is granted.

Permission may be granted in advance in the following circumstances:

- A student is to participate in an approved performance or sporting activity for which a licence has been granted by the Local Authority.
- A student is involved in an exceptional occasion - in authorising such an absence the individual circumstances of the particular case and the student's overall pattern of attendance may be considered.
- In exceptional circumstances, permission may be granted for a family holiday. Time off school for family holidays is not a right and applications must be made in advance. The permitted exceptional circumstances at Farlingaye as described in our policy are:
 - Service personnel and other employees who are prevented from taking holidays outside term-time.
 - When a family needs to spend time together to support each other during or after a crisis or other exceptional circumstances.
 - Parents who are subject to a strict and un-negotiable holiday rota and evidence is provided to this effect.
- In our policy we state that requests for holidays for the following reasons cannot be authorised:
 - Cheaper cost of holiday.
 - Availability of the desired accommodation.
 - Poor weather experienced in school holiday periods.
 - An overlap with beginning or end of term.

Any Parent/Carer wishing to request leave of absence should complete and return the attached form to the Headteacher, before the period of absence and **at least 6 weeks** before any holiday dates. Only the school (at the discretion of the Headteacher) can grant leave of absence.

If the request is authorised by the Headteacher, an authorised absence will be recorded in the register. If your child is kept out of school without authorisation, an unauthorised absence will be recorded in the register. Parents need to be aware that the Local Authority has introduced penalty fines for any unauthorised absence, which could lead to a fine of £60 per Parent/Carer, per child.

Please complete both sides of the form where indicated. You will be notified of the outcome of the request.

Any queries should be directed to Mr J Peacock (Attendance Officer) in the school office or to Mr J Lampard (Assistant Headteacher).

To: Headteacher of Farlingaye School.

NAME OF CHILD/CHILDREN	DATE/S OF BIRTH	TUTOR/FORM GROUPS
_____	_____	_____
_____	_____	_____

I, being the Parent/Carer of the above child/children, request that you consider allowing him/her/them to be absent from school. I understand that the school strongly advises against taking unnecessary absences during term time, as this will disrupt educational progress. I accept that if I choose to remove my child/children, it may have a detrimental impact on his/her/their progress. I also accept that the school cannot be expected to provide extra work to compensate for the missed time and my child/children will need to collect all relevant work.

I understand that your decision will be taken after considering:

- a) The impact the absence will have on his/her/their education.
- b) My child's/children's previous attendance record(s).
- c) The recommendation from both the Government and the Local Authority that holidays can only be taken in exceptional circumstances.

Request period of absence:

First day of absence:	Last day of absence:	Total number of days absent
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Reason absence requested:

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If this is a holiday, why must it be taken in school time?

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What lessons/events will be missed, including internal or external exams or assessments?

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What will you do to ensure your child/children catch up on all missed work?

.....

Name of Parent/Carer:

Signature of parent: Date:

Farlingaye High School

Response to Request for Leave of Absence

To be completed by Parent/Carer
Student Name:
Tutor Group:
No. of days absence:
First day of absence:
Last day of absence:

School to complete:-

Current Attendance Rate

No. of days absent

Reason for absence:

.....

Authorised
.....
Mr P Smith - Headteacher

Unauthorised
.....
Mr P Smith - Headteacher

Date

For Office Use Only	Date
Received at School and Recorded	
Passed to Headteacher	
Response sent to Parent/Carer	
Marks Edited	
Filed	