

The Berkeley Academy

Request for Absence in Term Time

- Headteachers may no longer grant **any** leave of absence during term time unless there are exceptional circumstances.
- Please avoid making non-urgent appointments during school time.
- This request form is to be completed by a parent/carer the child normally lives with.
- Unauthorised absence from school may result in the Local Education Authority issuing a Fixed Penalty Notice. Please see the chart below for penalty charges.

Child's name: _____ **Class:** _____

Requested absence Date / time from: _____ Date / time to: _____

Total number of days requested _____

Total number of sessions _____

Reason:

(Please note each day = 2 sessions)

Please continue on a supplementary sheet if necessary and attach evidence of your exceptional and mitigating circumstances (e.g. hospital appointment confirmation, letter from your employer).

Name of parent/carer making the request: _____

Parent/carer signature: _____ Date: _____

Is there anyone else with parental responsibility that needs to be made aware of this? YES / NO

If yes, please supply their name and contact telephone number: _____

It is important to have read and understood the school's policy on attendance

TAKING YOUR CHILD OUT OF SCHOOL WITHOUT THE SCHOOL'S AUTHORISATION MAY RESULT IN THE SCHOOL REQUESTING THE LOCAL AUTHORITY TO ISSUE A FIXED PENALTY NOTICE TO EACH PARENT/CARER FOR EACH CHILD.

Penalties for unauthorised absence		
Timeline – First offence	One child	Two children
Paid within 21 days	£80 per parent	£80 per child = £160 per parent
After 21 days and before 28 days	£160 per parent	£160 per child = £320 per parent
Second offence – (within 3 years of first penalty notice being issued) if paid within 28 days	£160 per parent	£160 per child = £320 per parent

Following the second offence, every new offence within the 3-year period, will be prosecuted under S444.1 of the Education Act 1996. If the prosecution takes place, the maximum fine is £1000.00 per parent, per child. This reflects the seriousness of unauthorised absence from school.

FOR OFFICE USE

Date/time of appointment with Headteacher (if required):

Any objections from parent/carer with parental responsibility?

Outcome of request: REQUEST APPROVED REQUEST DENIED

Headteacher's signature: _____ Date:

Date parent informed of the Headteacher's decision: _____