



DARITE & LANLIVERY ACADEMIES



ABSENCE REQUEST FORM

To: The Headteacher

Child's name Class.....

Child's name Class.....

Date from:- to:- (inclusive)

Name of Parent/Carer:-

Address:-

.....

Please fully explain the exceptional circumstances that you would like the school to consider. This section must be completed. Please continue on a separate sheet if needed.

Reason for Absence:-

.....

.....

Signature of Parent/Carer:-

Office use only			<input type="checkbox"/> Absence authorised Code ____ <input type="checkbox"/> Absence unauthorised Signed _____
Date form received	No of school days absence requested	% Attendance	

✂.....

This portion to be returned to parents/carers

Please note that even if this absence request is authorised you may still receive letters of concern from either the school or Local Authority if your child's attendance drops below a level that the school deems acceptable,

Pupil(s) name(s).....

Class/Year.....

Absence authorised fromto (inclusive)

Absence unauthorised

Signed

Date.....

NOTES TO PARENTS/CARERS

The law does not grant parents/carers an automatic right to take their children out of school during term time. If the request is for an absence in term time you must have Parental Responsibility and be the parent/carer with whom the child normally lives. Permission **must** be sought in **advance**. If the circumstances relating to this request are considered exceptional and the absence is authorised by the school, the authorising of the absences will be conditional on the child(ren) attending satisfactorily up to the date covered by this request.

Information for parents:

THE LAW STATES: If you allow your child to miss school in term time for an avoidable reason without obtaining the prior approval of the school, you may be issued with a Penalty Notice* per parent per child, or made the subject of court proceedings under section 444 Education Act 1996.

As a parent/carer, you can demonstrate your commitment to your child's education by not allowing your child to miss school for anything other than an exceptional and unavoidable reason.



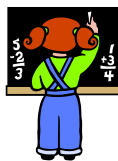
DARITE & LANLIVERY ACDEMIES **Attendance at School**

We aim to promote the importance to both children and parents of the need for maximum attendance and punctuality.

We ask that families and carers consider the following:

If your child's attendance drops below 95% they are missing more than two weeks of schooling.

If children are away from school for one week they will miss approximately;



Five hours of maths



five hours of literacy

Ten hours of science, religious education, music, art, physical education, geography, history, design and technology and information technology.

If your child has a holiday of two weeks during term time and has a one week period of sickness in one school year they will miss;

15 hours of literacy, 15 hours of maths, 30 hours of learning other subjects!



Also a child feels as if:

***'I've missed out'
'How can I catch up?'***

'My friends won't want me to join in when I'm back'

Authorising Absence in all our schools :

Absence from school will be authorised if it is for the following reasons:

- Sickness
- Unavoidable medical / dental appointments
- Days of religious observance
- Exceptional circumstances, such as bereavement
- Seeing a parent who is on leave from the armed forces
- External examinations
- When Traveller children go on the road with their parents

Absence from school will not be authorised for:

- For any type of shopping
- Looking after brothers, sisters or unwell parents (an exception may be made for a disabled parent)
- Birthdays
- Resting after a late night
- Relatives visiting or visiting relatives
- Cheaper holidays

Parents should not expect, as a right that the school will agree to family holidays or authorised absence in term time. Each application will be considered on its merits.



A parent/carer must complete in advance an **Absence Request Form (see attached)** from the school office when asking for absence to be authorised. This includes any medical appointments (unless emergency appointments). Such absences from school are discouraged; however in exceptional circumstances the Headteacher and Governing Body may give permission for a child to be out of school. When the absence request form is returned to you, please read it carefully. Where an absence request is not made in advance (other than illness and urgent issues such as bereavement) the absence will be recorded as unauthorised.

School will always put the education of the child first when deciding whether or not to authorise an absence. In doing so, school will also take into account the child's age, stage of education, internal assessment weeks and educational progress when making a decision. It is not the school's decision to issue a penalty notice to parents for unauthorised absences, but is at the discretion of Cornwall's Educational Social Welfare Service.

The school will not authorise any requests absence unless in exceptional circumstances:



Arriving late into school

School **starts** at 9.00am for all of our pupils. If your child arrives into school late this is recorded. If your child arrives after the register closes, they must sign in in the late book and it then becomes an unauthorised absence. The Local Authorities Educational Welfare Officer monitors unauthorised absences and late marks.

We appreciate parents and carers support in ensuring your child attends school every day and has full access to their educational entitlement.