



Request to miss learning

Pupil Details					
Name:		Date of Birth:		Class:	Teacher:
Address:					
Contact Numbers:			Current percentage of attendance:		
Sibling Details of Compulsory School Age (or other children living in the household)					
Name:		Current percentage of attendance:		Date of Birth:	Class:
Name:		Current percentage of attendance:		Date of Birth:	Class:
Name:		Current percentage of attendance:		Date of Birth:	Class:
Name:		Current percentage of attendance:		Date of Birth:	Class:
I request permission for my child(ren) to be absent from school between					
Date of First Day School Absence:		Date of Return to School:		Total of Absent School Days:	
<p>Please state below the reason for your request for absence from school in term time and include any supporting information. The Headteacher will not be able to consider your request without supporting documents. <i>Please read the Absence from School for Exceptional Circumstances Information and Priory School's attendance policy.</i></p>					
<p>Parent/Carer's Declaration: <i>I have read the Absence from School for Exceptional Circumstances Information/Priory School's Attendance Policy and understand I/we may receive a penalty notice if my/our child receives unauthorised school absence as a result of this request. Please note the school day is divided into 2 registration periods, for example if your child is absent for one day this equals 2 sessions and a five day absence equals to 10 sessions.</i></p>					
Signed: (Parent/Carer)		Full Name:		Date:	



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For School Use Only

The school has considered your request for leave of absence and your child's absences will be recorded as follows:

Number of Authorised Sessions:		Number of Unauthorised Sessions:		Number of Unauthorised sessions to date:	
Signed: Position:				Date:	



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Request to miss learning information

Priory School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

The school will require parents to observe the school holidays as prescribed; therefore, the headteacher will be unable to authorise holidays during term-time in most cases. The headteacher will be only allowed to grant a leave of absence in exceptional circumstances. Applications will be made in advance using the absence request form and the headteacher will be satisfied by the evidence which is presented, before authorising term-time leave. The headteacher will determine the amount of time a pupil can be away from school during term-time. Any leave of absence is at the discretion of the headteacher. Any requests for leave during term-time will be considered on an individual basis and the pupil's previous attendance record will be taken into account.

If parents take their child out of school during term-time without authorisation from the headteacher, they may be subject to a fixed penalty notice. Any unauthorised absence will be recorded on your child's attendance records.

Penalty notices

A penalty notice is a fine of £160 per parent per child if paid within 28 days. This is reduced to £80 per parent per child if you pay within 21 days.

Parents whose children are away from school without a good reason could receive a penalty notice. Examples include persistent lateness, truancy and holidays taken in term time.

If your child misses 5 consecutive days in any 12 week period, you could be liable for a fine. If your child misses 10 sessions within 10 weeks, you could also be liable for a fine. If you take time out of school without the headteacher's permission, or if your leave is longer than agreed, you may receive a penalty notice.

It is possible for parents to receive more than one penalty notice per academic year.

Parents will receive a warning before a penalty notice unless it is for unauthorised holiday. In the case of an unauthorised holiday, the notice will be issued when the holiday is taken. Failure to pay the penalty notice may result in prosecution. If a parent is found guilty by the court of the offence, possible outcomes could be: a fine, cost and victims sure charge, conditional discharge, parenting order as set out by the magistrates. The parent will also have a criminal conviction against their name.

(Information obtained from Slough School Attendance Service regarding Penalty notices:
https://www.sloughfamilyservices.org.uk/kb5/sloughcst/directory/service.page?id=dZp_hodL8yM)

If your request is authorised, you are required to ensure your child catches up on any missed school work. This is your responsibility and school are not obliged to provide work for your child to complete.

Support and guidance on attendance is always available and if you have any questions about this, or if you need help to achieve an improvement, please contact the attendance officers to discuss this.

We advise that you do not plan for your child to be absent from school without gaining prior agreement from their school first. Headteachers cannot retrospectively authorise absence from school under any circumstance.