

# ABSENCE REQUEST FORM (exceptional circumstances only)

I wish to apply to have an absence authorised for:

Child's name ..... Tutor Group/Year .....

Child's name ..... Tutor Group/Year .....

Date from ..... Date to.....(Inclusive)

Siblings attending a different school (please add school) .....

Name of Parent(s)/Carer(s): .....

Address: .....

**Please fully explain the exceptional circumstances that you would like the college to consider (please see back of the form for advice/guidance). This section *must* be completed (please continue on a separate sheet if needed).**

Signature of **Both** Parent(s)/Carer(s) (even if separated and therefore live at different addresses)

Parent/Carer 1.....

Parent/Carer 1.....

*I understand that Leave of Absence will only be granted in **exceptional** circumstances. Should this not be granted and I take my child out of college, I am aware that I may be liable for a Penalty Notice.*

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

Parents/Carers will receive an email from [attendance@lintonvc.org](mailto:attendance@lintonvc.org) or contact from the relevant Head of House advising whether the absence has been authorised by the college.

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

**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. Please note that a signature from both parents/carers is required for the college to grant an authorised absence.**

# AVOIDABLE ABSENCE IN TERM-TIME

**IMPORTANT:** Please read carefully the information below.

Permission **must** be sought in **advance**. If the circumstances relating to this request are considered exceptional and the absence is authorised by the college, the authorising of the absence will be conditional on the satisfactory attendance of the child(ren) up to the date covered by this request. **Most will be unauthorised; a fixed penalty for absence may be issued.**

**WARNING:** If you allow your child to miss college in term time for an avoidable reason without obtaining the prior approval of the college, you may be issued with a Penalty Notice\* per parent per child, or made the subject of court proceedings that could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months.

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

THE FACTS	THE LAW
<p>School aged pupils in Cambridgeshire are expected to attend punctually on the 190 days that the school is open. Whilst there are a number of unavoidable reasons why a pupil might be away from school (illness, medical appointments, exclusions etc), the legislation is clear that any avoidable absence may only be authorised by a school if there are exceptional circumstances.</p> <p><b>WHAT YOU SHOULD CONSIDER</b></p> <p>Research suggests that children who are taken out of school may never catch up on the learning they have missed. This may affect test results and can be particularly harmful if the child is studying for final year examinations.</p> <p>Children who struggle with English or Mathematics may also find it even harder to cope when they return to school, while younger children may find it difficult to renew friendships with their classmates.</p> <p><b>If the school is unable to authorise the absence and the child is still taken out of school for 6 consecutive sessions (3 days) or more or is classed as persistently absent, this will be recorded as unauthorised absence and <u>you may receive a £60* fine per parent for each child.</u></b></p>	<p>The law allows schools to consider individual requests to authorise a future avoidable absence. However before the school can authorise any such requests, they must satisfy themselves that there are exceptional circumstances which justify such a decision. It is entirely the responsibility of the parent submitting the request to provide sufficient information/evidence in order to establish this fact. The request for leave must come from a parent with whom the child normally resides</p> <p>If a child then stays away from school for more than the authorised period this must be recorded as unauthorised absence and could be quoted in a prosecution for poor attendance.</p> <p>If the child is away from school for a total of 10 school days without explanation, the school will refer to the Local Authority and report the absence as a child missing in education. The school may be advised to remove a child from roll following extended absence, subject to advice from the Local Authority. If a child is removed from roll, there is no guarantee that the child will regain a place at the school.</p>

<p><b>Types of Unavoidable absence that <u>will</u> be authorised include:</b></p> <ul style="list-style-type: none"> <li>▪ Genuine illness</li> <li>▪ Unavoidable medical/dental appointments (but try to make these outside the school day)</li> <li>▪ Days of religious observance</li> <li>▪ Seeing a parent who is on leave from the armed forces</li> <li>▪ External examinations</li> <li>▪ When Traveller children go on the road with their parents</li> <li>▪ When a family needs to spend time together due to the bereavement of an immediate family member, crisis or serious illness or funeral of an immediate family member</li> <li>▪ Transport not provided by the Local Authority when it should have been</li> </ul>	<p><b>Types of absence that <u>will not</u> be authorised include:</b></p> <ul style="list-style-type: none"> <li>▪ Any type of shopping</li> <li>▪ Looking after siblings or unwell parents</li> <li>▪ Minding the house</li> <li>▪ Birthdays</li> <li>▪ Tiredness after a late night</li> <li>▪ Relatives visiting or visiting relatives</li> <li>▪ Family holidays</li> <li>▪ Bullying</li> <li>▪ Friendship issues</li> <li>▪ Death of a pet</li> <li>▪ School refusal</li> <li>▪ To interpret for other family members</li> </ul>
<p><b>The law requires parents to ensure their children receive an efficient full time education, and every minute of every day is important. Please help them not to miss any of this valuable time.</b></p> <p>We hope that when you have read this leaflet you will consider that your child's education is too important to allow them to miss school for avoidable reasons.</p>	