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**Application For School Absence During Term Time**

Pupils attend school for 190 days each academic year. Friezland Primary School believes that regular attendance is vital for all pupils if they are to gain the most from the education we provide. There are clearly documented links between regular attendance and attainment. **At Friezland Primary School we expect every child to have attendance of 97% or above**. All young people have a right to an education. A child is of statutory school age between 5 and 16. Parents / carers have a legal responsibility to ensure their child attends regularly and punctually. If a child does not, parents / carers may be breaking the law.

The individual circumstances regarding the authorisation of an absence taken during term time will be considered by the Headteacher and on occasion, the Governing Board. Holiday absence requests will only be authorised in exceptional circumstances and will usually be recorded as an unauthorised absence. **Unauthorised absences that accumulate to 10 sessions / 5 days within a rolling 10-week period can lead to a penalty charge being issued by the LA. From August 2024, the fine for school absences across the country will be £80 if paid within 21 days, or £160 if paid within 28 days. In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160.**

Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered.  If you’re prosecuted and attend court because your child hasn’t been attending school, you could get a fine of up to £2,500. Money raised via fines is only used by the local authority to cover the costs of administering the system, and to fund attendance support. Any extra money is returned to the government.

If you wish to make an application for absence from school during term time, please complete the details below and return the form to school at least ***four weeks*** before the intended absence unless there are exceptional circumstances e.g. bereavement. You will receive written notification regarding the outcome of your request within 10 working days of receipt.

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| **Childs full name:** |
| **Date of Birth:** | **Year group:** |
| **Name of Parent / Carer 1:** | **Name of Parent / Carer 2:** |
| **Full address:** | **Emergency contact number:** |
| **Reason for absence request:** |
| **Date of first day of absence:** | **Date due back in school:** |
| **Number of absent school days:** |
| **Signed:****Date:** | **Print name:** |

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**Application For School Absence During Term Time**

**SCHOOL SECTION**

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| **Date request received by school** |  |
| **Pupil(s) who will be absent** |  |
| **Total number of absent school days** |  |
| **Reason for absence** |  |
| **Authorised absence** | State why (e.g. exceptional circumstances: bereavement, serious illness etc.) |
| **Unauthorised absence** | State why (e.g. not exceptional) |
| **Number of any previous absences this current academic year (authorised & unauthorised)** |  |
| **Any further details requested e.g. medical note / travel itinerary** |  |
| **Signed Headteacher****Date** |  |
| **Signed Office Administrator****Date** |  |
| **Date written notification sent to parent / carer** |  |