



# CHAILEY SCHOOL

A Specialist Language and Humanities College  
Headteacher: Mrs Helen Key MA (Ed)

## ABSENCE REQUEST DURING TERM TIME NOTICE TO PARENTS/CARERS

Dear Parents/Carers

The Department for Education has amended the regulations and guidance in relation to absence in term time. There is no automatic right to take your child out of school during term time.

From 1st September 2013, government legislation no longer allows head teachers to authorise requests for children to be taken out of school unless there are considered to be exceptional circumstances.

In determining whether or not an absence in such circumstances can be authorised, it is for the Headteacher to determine the number of days a child can be away from school if the leave is granted. If you consider that your request falls into this category you will need to complete the attached form. A response will be sent to you as soon as possible. If the absence requested is not considered to be an exceptional circumstance, and you nevertheless take your child out of school, the absence will be recorded as unauthorised in line with County Council guidance.

Therefore, in the case of an unauthorised absence the Education Support, Behaviour and Attendance Service will be notified and a Penalty Notice may be issued. Please note that Penalty Notices are issued to each parent for each child taken out of school. A Penalty Notice is a fine of £60.00 which increases to £120.00 if not paid within the first 21 days. If the Penalty Notice remains unpaid this will result in further legal intervention.

All absence requests must be completed on the form below and this should be returned to the school a minimum of 14 days before the start of the absence.

Any absence from school will disrupt your child's learning. You may consider some absences to be educational but your child will still miss out on the teaching that their classmates receive. Children returning from an absence are unprepared for the lessons which build on the teaching they have missed. Teachers then have to give more time to help individual children catch up on missed work. This poses a potential risk of the under achievement of other students in the class. This is something we all have a responsibility to avoid.

I hope you understand and support our efforts to secure high levels of attendance in line with statutory requirements and the aspirations we share with you for the highest possible attainment and progress for your son/daughter.

Yours sincerely

Helen Key  
Headteacher





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## APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

If, after reading the attached letter, you consider you have exceptional circumstances to request a leave of absence during term time, please complete this form and return to the Headteacher at least 14 days before you wish to remove your child from school.

Pupil Name ..... TutorGroup .....

Home Address .....  
.....

First day of absence ..... Date of return to school .....

Total number of days missed .....

Exceptional circumstance are as follows:-

.....  
.....  
.....  
.....

I understand that if the request is unauthorised the Education Support, Behaviour and Attendance Service will be notified of the absence taken and a Penalty Notice may be issued. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £60.00 which increases to £120.00 if not paid within the first 21 days. I understand that if I do not pay, this will result in legal action.

Name of parent/carer making application .....

Signed ..... Dated .....

**(Please ensure you are giving at least 14 days' notice of the proposed absence)**

Pupil Name ..... Tutor Group .....

AUTHORISED: Your request has been authorised for the following dates: \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_

UNAUTHORISED: Your request has been unauthorised for the following dates: \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_

Signed ..... Headteacher      Date \_\_\_ / \_\_\_ / \_\_\_

