

Whiteshill Primary School

Main Road
Whiteshill
Stroud
Glos
GL6 6AS

Headteacher:
Tel:
Fax:
Email:
Web:

Diane Bainbridge
01453 762949
01453 840166
admin@whiteshill.gloucs.sch.uk
www.whiteshill.gloucs.sch.uk



APPLICATION FOR AUTHORISED ABSENCE DURING TERM TIME

(Please see guidance notes for parents overleaf)

Child's Name: Class:

I wish to apply for absence from school from:

Returning to school on:

Total number of school days lost:

Reason for absence:
.....
.....

Parents signature: Date:

Official Use Only

APPROVAL FOR AUTHORISED ABSENCE

On behalf of the Governing Body, I do/ do not authorise absence from school as stated above.

Headteacher's signature: Date:

Guidance Notes for Parents

An application for absence during the school term must be completed in advance when pupils wish to be absent other than for illness. We will not normally authorise any absence exceeding 10 school days in any one academic year.

While mindful of family and work circumstance we much prefer children not to take holidays during term time, as it is very disruptive to their education. Any family wishing to take time out of school for a planned holiday or family outing are asked to consider the following before completing the absence request form.

- Do ask the class teacher or Headteacher about when would be the least disruptive time and what work will be missed.
- Try to avoid times when your child is preparing to take part in special school events, activities and learning.
- Do give a minimum of two weeks notice.

Under existing legislation, parents or carers commit an offence if a child fails to attend regularly and their absences are not authorised by the school. Depending on the circumstances, such cases may result in prosecution under section 444 of the Education Act 1996. The Anti Social Behaviour Act 2003 introduced the Penalty Notice as an alternative to prosecution. Any child taken out of school without authorisation will have the absence marked as unauthorised and referred to the Education Welfare Service who may issue a Penalty Notice of up to £50 per parent per child for a period of absence.

Gloucestershire County Council have prepared an advice leaflet for parents entitled "Family Holidays in term time", if you wish to have a copy of this please ask in the school office.

Please return the completed form to the Headteacher in order that the authorised absence can be considered.

If the absence is authorised may we suggest that the form is kept with you during this period of absence as you may be challenged because your child is not as school.