

LINDLEY CE INFANT SCHOOL

ABSENCE REQUEST FORM



Dear Head Teacher

I request permission for my child(ren) to be absent from school **during term time:**

Name: Class:

Name: Class:

Name: Class:

From **To** **(inc). Total school days requested:**

Please tick if your child has a sibling at Lindley Junior School

REASON FOR ABSENCE DURING TERM TIME:

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.....
.....

I understand the following;

- That permission can only be granted under exceptional circumstances.
- That should the absence not be authorised by the Head Teacher, the absence will be recorded as unauthorised and a penalty notice may be issued, incurring a fine (£60 per parent **per child**). *See more details below.*
- That there is the possibility of prosecution under Section 444 of the Education Act 1996 for repeat offences of unauthorised leave of absence.
- That there is the possibility of a fine of up to £2,500 or 3 month imprisonment for non-payment of a penalty notice should the case go to court.
- That if I remove my child(ren) from school for an unauthorised absence the school has the right to remove the child(ren) from the school register and may give the place/s to another child/other children.

Prolonged absence from school can have a detrimental effect on my child’s education and although this absence may be authorised, it will still affect the child’s overall attendance figures (used by the School, Kirklees Local Authority & nationally). If my child’s attendance drops below 90% I may be required to meet with the Pupil and Attendance Officer.

Signed **(Parent/Carer)** *Please return to the School Office*

Office to complete & return copy back to parent(s):

The requested absence has been: **AUTHORISED** **UNAUTHORISED ***



Signed: **Dated:**
MRS N BEAUMONT, Head Teacher / MRS A McGOVERIN, Deputy Head Teacher

* **PENALTY NOTICE** - if this box is ticked the school will be sending notification to the LA which will usually result in a penalty notice being issued. You will receive notification from Kirklees Council in due course.

- The penalty notice will be issued to both parents - **£60 per parent per child** if paid within 21 days, increased to £120 if it is not paid (in full) within 28 days. Failure to pay the penalty notice could result in Kirklees Children & Young People Service starting legal proceedings against you for the offence of not ensuring your child’s attendance in school.

Office Action:

Signed copy sent to parent/carers G2 & Absence Log updated Penalty Notice documents completed