



**THE JOHN MOORE
PRIMARY SCHOOL**

Columbine Road
Walton Cardiff
Tewkesbury, Gloucs
GL20 7SP

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Headteacher: Mrs Ruth Laing BEd (Hons)

EXCEPTIONAL ABSENCE REQUEST

Pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school. Section 444 of the Education Act gives powers to the Local Authority (LA) to issue Penalty Notices when a parent or carer is considered capable of but unwilling to secure an improvement in their child’s school attendance and/or punctuality. Information on the Department for Education website states that **‘Head Teachers may not grant any leave of absence during term time unless these are exceptional, e.g, serious family illness or bereavement.’** The vast majority of requests will therefore be refused and, if a holiday in term time is taken, this will constitute unauthorised absence which may result in the issue of a penalty notice to each parent in respect of each absent child. **A Penalty Notice is £60 per parent, per child if paid within 21 days, rising to £120 if paid within 28 days.**

Please refer to our Attendance Policy on our School website for more information.

Please complete the slip below, providing information as to why a leave of absence should be authorised.

Child’s Name: _____ Class: _____

I wish to apply for absence from: _____ to: _____

Reasons for absence: _____

Number of school days lost: _____

Parent/Guardian signature

1: _____ Date: _____

Parent/Guardian signature

2: _____ Date: _____

To _____

On behalf of the Governing Body, I **authorise/do not authorise** absence from school for:

_____ from _____ to _____

Headteacher’s Signature: _____ Date: _____

Brief Statement by Headteacher: _____

