



Heron Way, Abbeydale, Gloucester. GL4 4BN  
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Headteacher: Mrs Claire Brookes

**REQUEST TO TAKE A CHILD OUT OF SCHOOL DURING TERM TIME**

**PLEASE REMEMBER...**

Absence from school can seriously disrupt your child's continuity of learning. Not only do they miss the teaching provided on the days they are away; they are also less well prepared for lessons upon their return. There is a consequent risk of underachievement, which together we must seek to avoid.

I would like to take my son/daughter (Name)..... Class ..... out of school.

**Dates** – From ..... To ..... (Number of school days requested .....)

This absence from school must be in term time because.....

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

Signed ..... (Parent / Carer)

Relationship with child.....

Authorised by Headteacher  Unauthorised by Headteacher  Date.....

Current attendance %:	No. of days previously taken:	Attendance code:
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Dear Parent / Carer

Re: ..... (Child's name)

Further to your recent request for leave of absence:

From \_\_\_\_\_ to \_\_\_\_\_ .

**Leave of absence has been approved as Authorised Absence**   
Please ensure that your child returns to school promptly following your holiday.

**Leave of absence has been recorded as Unauthorised Absence**

**Please see overleaf for new attendance guidance**

Signed: ..... (Headteacher) Date .....

# CHILD ABSENCE FROM SCHOOL DURING TERM TIME

## Term time pupil absence from school – new Department for Education guidance

All of us here at Heron School recognise the importance of working in partnership with families to ensure regular school attendance for all of our children. **In general our attendance rates are excellent. We are very proud of this and we strive to maintain these high standards with your on-going support.** It is with this in mind that we write to inform you of some changes to the Government regulations regarding holidays taken in term time and penalty notice payments that have to be applied as of 1<sup>st</sup> September 2013. My understanding is that other local schools are publishing or have published the same guidance in a letter to parents.

From 1<sup>st</sup> September 2013 new stricter regulations regarding holidays in term time came into force. **The discretionary freedom for headteachers to authorise a request for planned absence for holidays has been removed.** These regulations have not been made by our Governing Body or Gloucestershire County Council, but are new laws applying to all maintained schools. **Absence can now only be authorised where there are exceptional extenuating circumstances**, such as a request from a parent who is in the armed forces just prior to, or immediately after, a tour of duty, or for a child with a parent/carer or sibling who has a life threatening illness or a funeral. Should you feel that you need to make a request that meets the criteria for exceptional extenuating circumstances an application should be made in writing on the normal form available from the school office.

**Parents and carers should be aware that an accumulation of absences could result in a penalty notice being issued under the Education Act 1986.** With this in mind we feel it important to remind you that a penalty notice could be issued when a child reaches 10 unauthorised absent sessions (5 whole days) within 10 weeks. As of September 2013 the Government regulation regarding the time frame for payment of penalty notices is also changing.

“Amendments to the 2007 regulations will reduce the timescales for paying a penalty notice. Parents must, from September 1<sup>st</sup> 2013, pay £60 within 21 days or £120 within 28 days.” This brings attendance penalty notices in line with other types of penalty notice and allows local authorities to act faster on prosecutions.

**If you have a concerns or questions regarding the changes in these amendments to the law relating to school attendance, please feel free to come and see us in school.**

Alternatively, for further information please follow the following link:

<http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/a00223868/regulations-amendments>

Claire Brookes  
Headteacher

Dave Jones  
Chair of Governors

September 2018