



THE GATTONS INFANT SCHOOL

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Headteacher: Mrs Sarah Gospel

Deputy Headteacher: Miss Ellie Bennett

Request for Absence in School Time

From September 2013 the Department for Education (DFE) amended the Education (Pupil Registration) (England) Regulations 2006. The amendments make clear that Head Teachers cannot grant any leave of absence during term time unless there are 'exceptional circumstances'. In line with these new regulations, holidays during term time will not be authorised. However if there are 'exceptional circumstances' surrounding your request, complete this form giving full details for the Head Teacher's consideration. **Please remember; pupils are in school for 190 days each year and there are 175 other days for holidays and other activities.**

How to Use this Form

- Use for all absences other than sickness
- Make sure the form is submitted to us before the date of the requested absence
- Complete a form for each child and each absence

Guidance

Absence for a holiday will not be authorised unless it is an 'exceptional circumstance' agreed in advance by the Head Teacher

Parent/Guardian/Carer to complete this section

Name of Child:

Class:

Dates Requested:

Reason for the request:

Declaration:

I confirm that the information I have given on this form is true. I understand if I do not fully complete this form, fully respond to requests for further information or that ultimately the absence is not authorised, my child's attendance will be recorded as an unauthorised absence. I understand that I must ensure my child attends school regularly and that failing to do so is a criminal offence, which may result in legal proceedings being taken against me, either through a Fixed Penalty Notice (FPN) or by prosecution in the Magistrates Court.

Signed:
(Parent/Carer)

Date:

Full Name:

Unless further information is required, a decision will be sent to you within 5 school days.

Record of Decision of the request for absence:

Having considered the information presented the decision of the Head Teacher is: (please tick)

Due to the absolutely exceptional circumstances this absence will be authorised.	
I regret to inform you that based on the information provided I am not able to authorise this absence. This will now be referred to WSCC who could issue a Fixed Penalty Notice.	

Signed _____ Date _____

Any additional comments to support decision:

Absence

All absences are recorded as authorised or unauthorised. Requests for absence for the following reasons are likely to be authorised.

- Illness: If the school is satisfied that a pupil is absent as a result of illness the absence is treated as authorised. Children who experience long term absences are supported both during and after their absence through direct contact with the parents/carers.
- Medical or dental appointments, which cannot be arranged outside of the school day. If a pupil has an appointment during school time the parent/carer must report to the office to sign their child in or out of school.
- Religious observance: Parents/carers should give advance warning of absence if it is necessary for their child to take part in a day of religious observance.
- Education off-site eg an educational visit arranged by the school.
- Extreme family emergencies eg bereavement.

If a child has accrued unauthorised absence I am advising you this could potentially be a criminal offence under S444. On conviction, the penalty can be a fine of up to £2,500 and/or 6 months imprisonment.

A referral could be made to West Sussex County Council to consider what further action is appropriate. If the Council are satisfied that an offence has been committed, you may be issued with a Fixed Penalty Notice ("FPN") which could be issued per child, per parent, or alternatively you may not be offered a FPN and instead prosecuted in the Magistrates court. Whether you are offered a fine or prosecuted is at the discretion of the County Council.

If the Council offer you a Fixed Penalty Notice, it is £160 and should be paid within 28 days. If payment is within 21 days the charge is £80. If the fine is unpaid within that period, then you may be prosecuted for the offence contrary to S444 of the Education Act 1996. This fine is per parent and per child. There is no financial benefit to the school.

Only the school, within the context of the law, can approve absence, not parents/carers. The school does not have to accept the parents'/carers' offered explanation as a valid reason for absence. If there are doubts about the reason offered, the reason given for an absence is not acceptable or if no reason is given, then the absence is treated as unauthorised.

*These arrangements are made in accordance with the
Education (Pupil registration) (England) (Amendment) Regulations 2013.*

Please see the school's Attendance Policy on our website at www.thegattons.co.uk