

Reinwood Junior, Infant & Nursery School

# ABSENCE REQUEST FORM

Dear Head teacher,

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

Pupil Name	Class

My child attends		
Jnr. sch	Inf. sch	Nurs

Please complete Day and Date

**From** .....day ...../...../20.....

**To** .....day ...../...../20.....

No. of school days missed	
---------------------------	--

REASON FOR CHILD'S ABSENCE DURING TERM TIME:

.....  
 .....

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 DETAIL 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 months 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 holiday 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).

Signed ..... **PRINT NAME** ..... Date ..... Relationship to child ..... Please hand to the appropriate School Office

*Infant Head teacher to complete:*

*Junior Head teacher to complete:*

**The requested absence:**

Has been AUTHORISED	
Is UNAUTHORISED	

**The requested absence:**

Has been AUTHORISED	
Is UNAUTHORISED	

Signed..... Date .....  
**MRS BUTLER** (Inf & Nur head teacher)

Signed..... Date .....  
**MRS EASTWOOD** (Jnr head teacher)

**PENALTY NOTICE (5 days or more).** 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; it will increase to £120 **PER PARENT, PER CHILD** if not paid within 21 days. It must be paid 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/carer  G2 updated  PP updated  Pen Notice doc completed