

Head teacher: Mrs. L. Holland
Chair of Governors: Mr. B. Larkin



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Caring and Learning together.*

REQUEST FOR ABSENCE FROM SCHOOL DURING TERM TIME

No holidays to be taken during SATS week

I have parental responsibility for the child/children below and I am requesting authorisation for them to be absent from school as detailed below.

Child/children's name: _____ Year/s: _____

Dates of Absence (from) _____ (to) _____ No. of school days _____

Date Returning to School _____

Reason for Absence: _____

Reasons why the absence is necessary during term time: _____

Name(s) of brothers/sisters/ other family members also applying for this absence in other Blacon Primary Schools or Blacon High School.

Name: _____ School: _____

Please supply details of Parents/Carers with Parental responsibility (please note all parents/carers that have PR need to be supplied)

Name	Address	Contact Number

PLEASE NOTE:

**That under Government guidelines, schools are unable to authorise absences for holidays unless it is for exceptional circumstances.*

**Examples of exceptional circumstances are: Forces Families where a parent is about to be stationed abroad on a tour of duty or the wedding of a parent.*

**Absences which are not authorised will be considered by the school and Education Welfare Service and may be subject to a Fixed Penalty Notice Fine. This involves a court appearance and a fine of £80 per parent per child.*

**Please do not book holidays in term time and assume that an absence will be granted as authorised.*

I have read the notes above and on the reverse of this form, and understand that following Government guidelines an unauthorised absence may be subject to a Fixed Penalty Fine.

Signed (Parent/Guardian) _____ Dated _____



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Holidays taken during term time

Please find below the latest guidance from the Department for Education which the Local Authority advised all schools to share with parents and carers.

The Government discourages the taking of holidays in term time. Evidence shows that children who miss school do not achieve as well as those who attend regularly.

As of September 2013, the law has restricted a Head Teacher's ability to authorise holidays during term time. Head Teachers are now only empowered to approve a leave of absence when it is requested in advance by the parent or carer with whom the child resides and when circumstances of the requested leave are 'exceptional'.

From September 2017 should you choose to take a holiday for 5 consecutive school days or more during term time the Local Authority will be informed as this will constitute an unauthorised absence. A Fixed Penalty Notice will then be issued in accordance with section 444 of the Education Act 1996.

The law stipulates that the current penalties payable by parents are £80 when the penalty is paid within 21 days and £160 when the penalty is paid within 28 days. This penalty is per parent/carer per child.

If the fixed penalty is not paid this could lead to you being prosecuted in the Magistrates' Court.

If you feel this decision has not taken into account any relevant exceptional circumstances, please contact the school immediately for further discussion.

As a school, we fully appreciate the financial difficulties that some parents face when booking holidays, particularly during school holidays however, there is an expectation that all schools in Cheshire West and Chester introduce firm policies and stringent checks to ensure that there is a significant reduction in the number of absences during term time.

I would like to take this opportunity on behalf of the school to thank you for your full support in this matter by not taking your child out of school during term time.

This new legislation will bring about increased attendance and improving standards in our borough's schools. Further information can be obtained from www.dfe.gov.uk

EVERY MINUTE COUNTS

LATENESS = LOST LEARNING (Figures below are calculated over a school year)	
5 minutes late each day	3 days lost!
10 minutes late each day	6.5 days lost!
15 minutes late each day	10 days lost!
20 minutes late each day	13 days lost!
30 minutes late each day	19 days lost!

DANGER ZONE:

As few as 19 missed days over the school year reduces your child's chances of success. Your child's **SAT or GCSE** results could **drop by one grade across all subjects!** **Your child will be missing vital lessons.**