



## Student Absence Request Information

Your child's education is really important. Regular attendance at school increases your child's chance of getting good qualifications and a good job. Children 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.

There are ample holidays during any academic year to plan and take holidays. The school dates will be made known to all parents well in advance. Parents are therefore strongly advised NOT to take students on holidays during term time.

If exceptional circumstances arise, a formal request for absence must be made by completing a Student Absence Request form and returning this back to the school. In exceptional circumstances, absence may be allowed as extended leave, but only with the prior approval of the Principal. It is stressed that such absence is undesirable, because it severely disrupts the student's programme of learning and exam performance.

**The fundamental principles for defining 'exceptional' are rare, significant, unavoidable and short.**

It is at the discretion of the Principal whether or not to authorise the absence. If the school refuses a request for leave of absence and the child is still taken out of school this will be recorded as unauthorised absence and a Penalty Notice will be issued.

### **Penalty Notice**

A Penalty Notice is an alternative to prosecution and can be issued when there have been 10 sessions of unauthorised absence (equivalent of 5 days consecutive or otherwise) over two consecutive half terms. A separate Penalty Notice can be issued for each parent per child.

### **What are the costs?**

£60 if you pay within 21 days of receipt of a Penalty Notice or £120 if you pay after this but within 28 days. (Per parent, per child).

### **Is there an appeal process?**

There is no right of appeal by parents against a Penalty Notice.