



The Southwater Infant Academy

Request for Absence in School Time

Please note that Headteachers have been directed by the Government not to authorise any absence from school unless there is an 'exceptional' circumstance. Absence requests will only be approved for compassionate, medical or religious reasons. In line with these regulations, holidays during term time **will not** be authorised. However, if there are 'exceptional circumstances' surrounding your request, complete the form below giving full details for the Headteacher's consideration.

Fixed Penalty Notices (FPNs) are generally issued where there have been at least 10 sessions of unauthorised absence from school within a recorded 10 school week period. However, there are some occasions where they are issued outside of these criteria. FPNs are issued **per parent, per child** and are an alternative to prosecution. This gives the parent an opportunity to discharge their criminal liability by paying a **fine of £160, which must be paid within 28 days. If you pay the FPN within 21 days, the amount is reduced to £80.** When a parent has received two FPNs in a three-year period, the offer of a FPN will not be available. Instead, the matter will either be allocated to an Investigating Officer or referred to the Magistrates' court. Please note if the absence is related to holidays in term time, the case is likely to go before the Magistrates' court.

When FPNs have not been paid within the 28 days WSCC will consider prosecuting for the original non-attendance, not for the non-payment of the FPN. Further information on legal action that can be taken can be found on GOV.UK. Alternatively, they may transfer the case to an Investigating Officer.

Please note: should the period of unauthorised absence for a holiday in term time be 15 school days or more, a FPN may not be deemed suitable. Instead the matter may be brought directly before the court.

Please remember; pupils are in school for 190 days each year. **There are 175 other days for holidays and other activities.** 80% attendance represents **1 day off a week.** 90% attendance represents **1 day off per fortnight.**

How to use this form

- Use for **all absence** other than sickness
- Return to the school **before** the date of requested absence
- Use a **separate** form for each child and each absence

Parent/Guardian/Carer to complete this section

Name of child:	Class:
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Is this the first request for absence this academic year? Yes No

Dates requested:	Do you have a child(ren) at SJA for whom you are making the same request? Yes <input type="checkbox"/> No <input type="checkbox"/>
Number of school days requested:	Do you have a child(ren) at another school(s) for whom you are making the same request? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please name the school(s) below:

Reason:

Parent/Carer please sign to confirm request and that the information above has been read

Name: _____ Dated: _____

School Office to complete this section

Attendance (Previous Year)	%	Green	More than 96%	Satisfactory
Attendance (Current)	%	Amber	90% to 96%	Needs improvement
		Red	Less than 90%	Unsatisfactory

Head Teacher to complete this section

The code placed in the register will be:

Religious Observance	R		Participating in a regulated performance	C1
Educational Visit	V		Other Authorised Circumstance	C
Medical/Dental Appointment	M		Other Unauthorised Circumstance	O
Participating in a sporting activity	P		Unauthorised Holiday	G
Pupil of non-compulsory school age	X			

Your request for absence, as set out above:

- is authorised
- is not authorised (*as it does not meet the authorised absence criteria, explained at the top of this form*)

Signed:

Date: