



PARENT/GUARDIAN ABSENCE REQUEST FORM
Brunswick Park Primary School

Pupil Details					
Name:		Date of birth:		Class:	
Address:					
Contact Numbers:					
Sibling Details of Compulsory School Age (or other children living in the household)					
Name:		Date of birth:		School:	
Name:		Date of birth:		School:	
I request permission for my child to be absent from school between: -					
Date of First Day School Absence:		Date of Return to School:		Total of Absent School Days:	
Please detail below the reason for your request for absence from school in term time and include any supporting information. <u>The Head Teacher will not be able to consider your request without your supporting documents</u> , including for medical and dental appointments scheduled during school hours. <i>Please read carefully the Requesting absence from school during term time: information for parents and carers attached.</i>					
¹Parent's Declaration: <i>I have read the Requesting absence from school during term time: information for parents and carers and understand I/we may receive a penalty notice if my/our child receives unauthorised school absence as a result of this request. Please note the school day is divided into 2 registration periods, for example if your child is absent for one day this equals 2 sessions and a five day absence equals 10 sessions.</i>					
Signed: (Parent/Carer)			Date:		
Full Name:					

¹ Parent: In this Act, unless the context otherwise requires, "parent", in relation to a child or young person, includes any person—
(a) who is not a parent of his but who has parental responsibility for him, or (b) who has care of him. (*Education Act 1996 sec.576*)

Requesting absence from school during term time: information for parents and carers:

Please note:

- You are advised that you do not plan for your child to be absent from school without gaining prior agreement from the school first. Head Teachers cannot authorise absence from school retrospectively **under any circumstance**.
- Any disagreement between estranged parents should be resolved prior to submitting this request to the school.

You are required under the Education Act (1996) to ensure your child attends school regularly. Parents and carers are expected to make routine medical and dental appointments outside school hours. There is, however, a discretionary power held by Head Teachers to authorise absence in circumstances that are exceptional. **This is not an entitlement**. Examples of exceptional circumstances are detailed in the Attendance Policy; they are not exhaustive and remain at the Head Teacher's discretion on an individual basis. **Exceptional circumstances do not include holidays**.

The Head Teacher will only authorise absence in line with the Whole School Attendance Policy. The Head Teacher will not authorise absences if they believe it is to the detriment of a child's education.

Please note that supporting documents to aid decision making must be submitted at the time of your request for absence.

If your request is authorised, you are required to ensure your child catches up on any missed school work. This is your responsibility and the school is not obliged to provide work for your child to complete. Any unauthorised absence will be recorded on your child's attendance records. This may result in legal proceedings against you, either through a Penalty Notice or the Magistrates' Court. Where parents do not follow school procedures of submitting a request and simply remove their child without seeking prior approval, a warning may not be given. Parents must complete an Absence Request Form and submit this to the school, allowing for sufficient time to enable the school to consider the request and inform the parent of the decision.

If your request is declined and you still choose to take your child out of school, the Local Authority may issue each parent within your household a £80 penalty notice for each child you have taken out of school. If a penalty notice remains unpaid after 21 days it will increase to £160. If after 28 days it remains unpaid you may be summonsed to appear before Magistrates to explain why your child has unauthorised school absences and you may be liable for a fine.

Support and guidance on attendance is always available and if you have any questions about this, or if you need help to achieve an improvement, please contact our Attendance Officer on 020 7525 9033 or attendance@brunswickpark.southwark.sch.uk.

For School Use Only

The school has considered your request for leave of absence and your child's absences will be recorded as follows: -					
Number of Authorised Sessions:		Number of Unauthorised Sessions:		Number of Unauthorised sessions to date:	
Signed:				Date:	
Position:					

Original signed and completed forms to be retained with pupil's records.

Copy should be returned to the parent/carer of the pupil to confirm authorised or unauthorised absence prior to the intended absence period.