

# LINDLEY CE INFANT SCHOOL

## ABSENCE REQUEST FORM



Dear Head Teacher

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

Name: ..... Class: .....

Name: ..... Class: .....

Name: ..... Class: .....

**From** ..... **To** ..... **(inc). Total school days requested:**

Please tick if your child has a sibling at Lindley Junior School

### REASON FOR 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 more details 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 £1,000 and a criminal record, 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 absence 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.
- For travel abroad evidence of the return flight will be provided to school prior to the absence starting. Any travel delays will be added to the total number of days absent and may therefore incur a Penalty Notice.

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). If my child's attendance drops below 90% I may be required to meet with the Pupil and Attendance Officer.

**Signed** ..... **(Parent/Carer)** *Please return to the School Office*

Office to complete & return copy back to parent(s):

The requested absence has been:

**AUTHORISED**

**UNAUTHORISED \***



**Signed:** ..... **Dated:** .....  
**MRS N BEAUMONT, Head Teacher / MRS A FIRTH, Deputy Head Teacher**

\* **PENALTY NOTICE** - 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, increased to £120 if it is not paid (in full) 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/carers  G2 & Absence Log updated  Penalty Notice documents completed