



West Byfleet Infant School

Camphill Road • West Byfleet • Surrey KT14 6EF
t: 01932 343260 f: 01932 356481 e: head@west-byfleet-infant.surrey.sch.uk
www.west-byfleet-infant.surrey.sch.uk



SCHOOL ABSENCE APPLICATION FORM

As parents, you have a legal responsibility to ensure your child's attendance at school. Holidays should be taken during the school holiday period. During the academic year pupils are at school for 190 days and at home for 175 days. The school is required to record all absences and to code the absence as authorised or unauthorised. Please fill in this form if you are considering taking your child out of school in term time. You will also need to discuss the implications of this decision with the Headteacher, please contact the school office for an appointment. You must ask well in advance and you are strongly advised to request a leave of absence before you confirm any travel arrangements. Under no circumstances will absences in term time be authorised after they have happened. If you take your child out of school without the prior approval of the school, you may be liable to receive a Penalty Notice (see below) for failing to ensure your child's regular school attendance.

The Headteacher will consider the reasons for the request carefully, taking into account the effect on the continuity of your child's learning and your child's overall attendance rate. The Headteacher will notify you of the decision within 5 days. This decision is made by the Headteacher on receipt of your written application.

Penalty Notices

Under Section 23 of the Anti-Social Behaviour Act 2003 the Headteacher has the discretion to issue Penalty Notices for unauthorised holidays in term time (over 4 days).

The Government have changed the regulations which permitted headteachers to grant leave of absence for the purpose of a family holiday during term time in "special circumstances" of up to ten school days leave per year or to grant extended leave of more than ten days in exceptional circumstances. The Education (Pupil Registration)(England) (Amendment) Regulations 2013, which becomes law on 1st September 2013 state that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The head teacher is required to determine the number of school days a child can be away from school if leave is granted.

The amendment has not defined 'exceptional circumstances' and therefore Headteacher/Governing Body will be responsible for deciding what they consider to be 'exceptional circumstances'.



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In addition to Penalty Notices issued for unauthorised holidays, Penalty Notices may also be issued when a pupil is stopped by Truancy Patrol or at the discretion of the Education Welfare Manager if a parent/carer fails to ensure regular school attendance.

The Penalty Notice fines are as follows:

- **£60 per parent per child if paid within 21 days of receipt of the notice, rising to £120 per parent per child if paid after 21 days but within 28 days.**
- If the Penalty Notice is not paid within 28 days, the local authority is then obliged to prosecute for failing to ensure regular school attendance.

If your absence exceeds 20 days, your child's name will be removed from the school roll and you will have to re apply for a place on your return.

NAME OF CHILD.....

CLASS.....

Date(s) of Absence
.....

Total number of school days included in this application

Total number of school days already taken this academic year.....

Please give reasons for your decision to take your child out of school in term time

Signed _____ Date _____

Approved, the absence will be recorded as authorised.....

Not approved, the absence will be recorded as unauthorised.....

Comments.....

.....

Headteacher's Signature _____ Date _____



Headteacher
Mrs Shirley James, Cert.Ed, Adv.Dip.Ed, NPQH
Deputy Headteacher
Miss Sarah Hunt, BEd Hons





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Absence From School

Factors to consider

We recognise that there are some genuine difficulties and tensions for parents when they make a decision to take their child out of school.

The following information is offered to help:

Why keep your child in school?

Some areas to consider:

- Children have a right to the education that is planned and provided by school.
- Taking a child out of school is disruptive to the child concerned both at the time, before and after the event.
- Absence may be disruptive to others in the class.
- Children away from school miss the scheduled work. The learning experiences cannot be packaged and sent home and are part of ongoing work. For this reason children may not be able to maintain progress. Groupings may need to be changed as a result.
- Confidence and self-esteem may be damaged as the child no longer feels part of the class and the learning situation has moved forward without them.
- A high number of absences in a class impact on the general level and pace of learning. Teaching may need to be adjusted for the whole class.
- Taking children out of school conveys a hidden message about values that are placed on education: a holiday /special occasion is more important than the learning taking place in school. This attitude may be adopted by the child.

Why take your child out of school?

We recognise that there are some genuine exceptional reasons for taking a child out of school. These reasons and their differing priorities will vary according to the family concerned and it is therefore up to the parent to take responsibility for this decision. The space on the front of this form will enable you to give the appropriate context.

As a school we seek to provide the very best learning experiences for your children and this principle is behind our views on time out of school. We hope this is helpful and the Headteacher is very happy to discuss individual circumstances with you.

We regret that Travelling Teds cannot go on holiday with children during term time.

Mrs Shirley James
Headteacher

Mr Alan Cross
Chairman of Governors



Headteacher
Mrs Shirley James, Cert.Ed, Adv.Dip.Ed, NPQH
Deputy Headteacher
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