



Request to miss learning

Pupil Details					
Name:		Date of Birth:		Class:	Teacher:
Address:					
Contact Numbers:			Current percentage of attendance:		
Sibling Details of Compulsory School Age (or other children living in the household)					
Name:	Current percentage of attendance:		Date of Birth:	Class:	Teacher:
Name:	Current percentage of attendance:		Date of Birth:	Class:	Teacher:
Name:	Current percentage of attendance:		Date of Birth:	Class:	Teacher:
I request permission for my child(ren) to be absent from school between					
First day absent from school:		Date child will return to school:		Total school days absent:	
<p>Please state below the reason for your child's request to miss learning during term time and include as much supporting information as possible in order for the school to carefully consider you request. The school require the supporting evidence to help determine how to record your child's absence.</p> <p>The following has been submitted with the request to miss learning form (tick appropriately):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reason for the absence request <input type="checkbox"/> Booking confirmation <input type="checkbox"/> Flight dates/times of proposed travel <input type="checkbox"/> Medical appointment card <input type="checkbox"/> Flight cancellation/changes 					
<p>For further details please see the school's attendance policy which can be found on our website.</p>					
Parent/Carer's Declaration:					
<p>I have read the 'request to miss learning' information page which states that unauthorised absence may result in a penalty notice. I have read Priory School's Attendance Policy and understand I/we may receive a penalty notice if my/our child(ren) receives unauthorised school absence as a result of this request.</p>					
Signed: (Parent/Carer)		Full Name:		Date:	



Request to miss learning

For School Use Only

The school has considered the request for your child to miss learning and your child's absences will be recorded as follows:

Number of authorised Sessions:		Number of unauthorised Sessions:		Number of unauthorised sessions to date (<i>this academic year</i>):	
---------------------------------------	--	---	--	--	--

Please note there are 2 sessions within one school day. (AM/PM)
For example if your child is absent for one day this equals two sessions and a five day absence equals to ten sessions.

Signed:	Date:
Position:	



Request to miss learning Information page

Priory School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

The school will require parents to observe the school holidays as prescribed; therefore, the headteacher will be unable to authorise holidays during term-time in most cases. The headteacher will be only allowed to grant a leave of absence in exceptional circumstances. Applications will be made in advance using the 'request to miss learning' form and the headteacher will be satisfied by the evidence which is presented, before authorising term-time leave. The headteacher will determine the amount of time a pupil can be away from school during term-time. Any leave of absence is at the discretion of the headteacher. Any requests for leave during term-time will be considered on an individual basis and the pupil's previous attendance record will be taken into account.

If parents take their child out of school during term-time without authorisation from the headteacher, they may be subject to a fixed penalty notice. Any unauthorised absence will be recorded on your child's attendance records.

Penalty notices

A penalty notice is a fine of £160 per parent per child if paid within 28 days. This is reduced to £80 per parent per child if you pay within 21 days.

Parents whose children are away from school without a good reason could receive a penalty notice. Examples include persistent lateness, truancy and unauthorised absence taken during term time.

If your child misses 5 consecutive days in any 12 week period, you could be liable for a fine. If your child misses 10 sessions within 10 weeks, you could also be liable for a fine. If you take time out of school without the headteacher's permission, or if your leave is longer than agreed, you may receive a penalty notice.

Penalty notices apply to all children of statutory school age. (The term after their 5th birthday)

It is possible for parents to receive more than one penalty notice per academic year.

Parents will receive a warning before a penalty notice unless it is for unauthorised holiday. In the case of an unauthorised holiday, the notice will be issued after the holiday is taken. Failure to pay the penalty notice may result in prosecution. If a parent is found guilty by the court of the offence, possible outcomes could be: a fine, cost and victims sure charge, conditional discharge, parenting order as set out by the magistrates. The parent will also have a criminal conviction against their name.

(Information obtained from Slough School Attendance Service regarding Penalty notices. <https://www.slough.gov.uk/schools-slough/school-attendance>)

If your request is authorised, you are required to ensure your child catches up on any missed school work. This is your responsibility and school are not obliged to provide work for your child to complete.

Support and guidance on attendance is always available and if you have any questions about this, or if you need help, please contact the attendance officers to discuss this.

We advise that you do not plan for your child to be absent from school without gaining prior agreement from their school first. Please note that Headteachers cannot retrospectively authorise absence from school under any circumstance.