



ABBAY MEADS COMMUNITY PRIMARY SCHOOL

REQUEST FOR ABSENCE

Updated: Nov 2017

Any child taking an UNAUTHORISED absence in term time may be issued with a £60 Penalty Notice payable within 21 days (or £120 within 28 days) per child per parent.

CHILD'S NAME: _____ CLASS: _____

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I would like to request exceptional circumstances for the following absence from school:

First date of absence: _____ Last Date of absence: _____

Total number of days absent from school: _____

Please give a full explanation of why this absence should be approved including why you consider the need to be an exceptional circumstance:

Due to the change in Government legislation that came into effect on the 1st September 2013, We are no longer able to authorise absences especially holidays in term time unless they are in exceptional circumstances. If an absence is not authorised you could be at risk of receiving a Penalty Notice. A Penalty Notice is a fixed fine issued by Swindon Borough Council at the schools request. From the 1st September 2013 the fine will be £60 if paid within 21 days or £120 if paid within 28 days. A Penalty Notice can be issued to each parent for each child. Failure to pay the Penalty Notice could result in prosecution through the courts.
It is also possible for the council to move straight to prosecution through the courts.

I am aware that I may be contacted by the Local Education Authority Welfare Officer if my child/children's absence is considered excessive.

FOR OFFICE USE:

Name of Child	% Attendance	
		Authorised Absence - will <u>NOT</u> incur fine <input type="checkbox"/>
		Unauthorised Absence - <u>MAY</u> incur fine <input type="checkbox"/>

Head Teacher comments (if applicable): _____ School Stamp: _____

Signed (Head Teacher): _____
Date: _____

**How much schooling will your child miss?
98% = 4 days 95% = 10 days 90% = 19 days 80% = 38 days**

Every School Day Counts in Swindon!

Attend, Enjoy and Achieve

An A-Z of School Attendance: A Guide to Parents/Carers

- A. Appointments** – Nearly all surgeries are open late and at weekends. Please try to arrange appointments after school. If in school time please bring your appointment card into school.
- B. Being Bullied?** – Please don't keep your child off school. There are many people at school that are trained and want to help.
- C. Casual Absence** – This means that children are being kept off school when they don't need to be. For example: to go shopping for birthday treats or pretend sickness. Non-attendance is monitored.
- D. Dinner** – Prepare this the night before. It will save time the following morning.
- E. Encourage** – Encourage your child to take part in out of school hours clubs. It allows them to experience new activities and meet new friends.
- F. Friendships** – Friendships at school can stay with your child for the rest of their life. Days off school make it harder for your child to fit back into friendship groups.
- G. Good Attendance** – This is the secret to your child's success. Good attendance is anything above 95%.
- H. Happy Times** – Schools days can be the best time of your child's life. Don't let them miss out.
- I. INSET** – These are teacher training days. Your child is not at school these days so please find out when they are. Be aware that different schools have different INSET days so don't assume these will be the same for children at different schools.
- J. Jump for Joy!** – Celebrate your child's attendance achievements when they are rewarded for good attendance at school.
- K. Keep Fit** – A healthy lifestyle means a healthy mind. A nutritious breakfast will give your child the energy they need for the rest of the day. Drinking plenty of water helps concentration too!
- L. Lateness** – Being late disrupts teaching, lessons begin at 8.30am and your child will be embarrassed when they arrive in class after their friends. Arriving early to school will set them up for the day ready to learn!
- M. Missed Minutes** – As little as 15 minutes late every day is equal to two weeks of lost learning per academic year.
- N. New Starters** – It is important to get children into good patterns of attendance from an early age so these can be carried through into later life.
- O. Opportunities** – It is not all Maths, English and Science. School is about learning how to be good citizens and treating others with respect. Children can also be part of many trips, clubs groups and teams
- P. Praise** – Always look for the 'positives' in testing situation rather than the 'negatives.' Have a system at home to reward and praise good behaviour.
- Q. Question** – Ask your child about rewards they may have received for good school attendance.
- R. Ring!** – Ring or email school as soon as you know your child is going to be absent or late, you will be able to leave a message. If we have not received this information we will contact you.
- S. SATs** – These are very important tests that your child will sit in Year 6. Absence leading up to or during this time puts your child at a significant disadvantage.
- T. Term Time Holidays** – Children are out of school 175 days of the year. So there are plenty of days to take a holiday. Holidays during term time can cause your child to fall behind with work.
- U. Unauthorised Absence** – This means that the school won't authorise the time your child has been away for school. For example: late after register closed, holidays taken during term time or absences with no suitable explanation.
- V. Volunteer** – Help parents you know should they be struggling to get their child into school on time.
- W. Website** – Check our website for information on diary dates holidays, school opening and closing times and information on what is going on at school at www.abbeymeads.swindon.sch.uk
- X. Xxxx** – Show your child love and encouragement by asking them about their school day.
- Y. You** – You are legally responsible for ensuring your child attends school. Your child will thank you one day for encouraging them to attend and achieve good results.
- Z. Zzzz** – Early bedtimes make for early mornings and a better start to the school day.