



St. George's C. of E. Primary School

Executive Head Teacher:- Mrs J Tyers

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Dear Parents/Carers

APPLICATION FOR AUTHORISED ABSENCE FROM SCHOOL DURING TERM TIME

As you may be aware, absences during term time will only be authorised under exceptional circumstances at the Headteacher's discretion. This is also dependent upon your child's percentage attendance to date – our target for each child is 96%.

Please give details of why your child will be absent from school.

Date from : _____ Return date : _____ Total days _____

If your child has 10 sessions (5 days) or more of unauthorised absence then they will automatically be issued with a fixed penalty warning. Therefore, unless this application meets the exceptional circumstances criteria and your absence is for 5 days or more, the fixed penalty notice process will be instigated. A representative from the Governing Body will make the final decision on what is deemed to be "exceptional circumstances".

If your application for absence is for less than 10 sessions (5 days), authorisation will still be refused if your child has had less than 96% attendance in school over the previous 12 month period. These days will be included towards the total number of unauthorised days recorded for your child with a maximum of 5. If, for instance, your child is away from school without permission for a period of less than 1 week (9.5 sessions) then any further instances of unauthorised absences will trigger the fixed penalty notice process.

If the decision is made to allow the absence (as unauthorised) without any further action being taken, it does not preclude further action should other occasions of unauthorised absence occur.

Dear Parent/Carer of:- _____ with _____ % attendance.

Your child's absence will be given a "G" mark - unauthorised holiday and we will be instigating the fixed penalty notice process.

Your child's absence will be given a "G" mark - unauthorised holiday, with no further action.

Your child will be given the "H" mark - authorised holiday in exceptional circumstances.

Further comments:-
