

**TERM TIME ABSENCE REQUEST FORM
& PRE-REQUEST INFORMATION**

Student's Name: One form per student		Date of Birth:	
Class/House/Tutor Group:		Year Group:	
A Parent/carer is defined under Section 576 of the Education Act 1996 as: the natural parent of a child, whether they are married or not; anyone who although not a natural parent, has parental responsibility (PR) for a child; any person who has care of a child or young person i.e. lives with and looks after the child (e.g. partner, step-parent, sibling over the age of 18 or grandparent).			
Parent(s)/Carer(s) & Adults Living with Child:	Parent/Carer 1 Tick here <input type="checkbox"/> if you have PR	Parent/Carer 2/Adult Living with Child Tick here <input type="checkbox"/> if you have PR	
Surname:			
First Name:			
1st Line of Address & Postcode:			
Telephone contact No's:			
Email Address Confirmation:			
Written language: (if not English)			
Sibling(s) Name(s) (or other children in same household) & Year Group(s), House, Form/Class & School(s):			

First date of absence:		Last date of absence:	
Please confirm the date your child will physically be back in school:			
Purpose of Absence – Please ensure you detail <u>specific reasons</u> for the absence and what is exceptional about the circumstance. Please attach evidence that verifies why the absence is exceptional, especially why the absence cannot be taken during a school holiday period during the year. You may also attach a longer explanation if you wish. NB. Types of evidence can include, booking details, flight documents, invitations, certificates, Appointment letters.			

BEFORE SUBMITTING THIS REQUEST, PLEASE READ THE FOLLOWING TO ENSURE YOU ARE MAKING AN INFORMED DECISION/CHOICE:

PRE-REQUEST INFORMATION:

Please ensure you submit this request in **ADVANCE** of your child being absent from school. We ask for 3 weeks' notice for admin and discussion.

Decisions will be notified in writing. You may be asked to supply further information or attend a meeting to discuss your request.

Term time absence is strongly discouraged. The **Attendance Policy** followed by Meridian Trust Academies adheres to DfE and LA Guidance, which includes the use of legal action and Penalty Notices (fines currently at a rate of up to £120 per parent, per child; failure to pay may result in court proceedings). The policy is available via the trust or academy's website.

IMPORTANT: If absence is **not requested in advance** and it is suspected that absence from school is due to unauthorised reasons e.g., holiday or unexplained absence, you will be required to provide **evidence** to prove the absence was for authorised exceptional reasons; failure to do so may result a Penalty Notice being requested/issued.

1. Parents/Carers have a **legal duty** to ensure that their compulsory school age children receive suitable full-time education through regular attendance at school or otherwise (e.g., independent, or elective home

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education) (Section 7 Education Act 1996). If a compulsory school age child fails to attend regularly, the parent/carer may be guilty of an offence (Section 444(1) Education Act 1996).

Caselaw: *IoW v Platt 2017* determined **regular attendance** as “*in accordance with the rules prescribed by the school*” i.e., every day that the school is open.

2. All requests will be considered **individually**, based on the information and evidence provided. Sibling details are required for liaison under ‘Working Together to Safeguard Children’. There is no entitlement to leave of absence and Principal/Headteachers are unable to authorise absence unless it is **evidenced** that the request an **exceptional circumstance** (The Education (Pupil Registration) (England) Regulations 2006 & subsequent amendments). Students should aspire to achieve a minimum of 96% attendance.

3. If the absence requested is **refused** the absence will be **recorded** as **unauthorised**. All unauthorised absence carries a warning that legal action may be taken but this will depend on the number of sessions/days absence requested. If the absence is below the LA minimum number of days for legal action, a period of 30 days monitoring will be put in place, which could subsequently cause legal action to be considered. **NB.** Previous prosecution for absence or repeated unauthorised leave (e.g., annual/multiple requests for leave) may result in prosecution instead of a fine; it is at the LAs discretion.

4. If the absence requested is **authorised**, the requested dates must be adhered to. Failure to do so will cause additional absences to be recorded as unauthorised, which may lead to a **legal sanction** being imposed if you cannot evidence the absence was for exceptional reasons (at your own cost).

5. If unauthorised absence is **over 20 days** (or 10 days after expected return) and exceptional circumstances are not applicable, and your child’s return to school cannot be confirmed, they may be at risk of losing their school place and being registered as ‘Child Missing Education (CME)’ with the LA.

DECLARATION:

I/We have read all the Pre-Request Information and understand that a penalty notice may be automatically requested if this request is refused, and my/our child is absent. I/We also understand that if this is a repeated request for leave (annually or multiple), the LA may choose not to fine and do a prosecution under s444(1)/(1a) of the Education Act 1996 instead.

All parents/carers & adults living with the child must sign below:

Signed:		Date:	
Signed:		Date:	

To be completed by the academy/school:

Date Received by School:		Request received in advance of travel? (3 weeks’ where poss)	Yes / No	Number of school days requested:	
Current Attendance:	Last year’s attendance (if relevant e.g., Autumn)	Conversation or Meeting required to discuss reasons/gain more info?	Yes / No		Yes / No
Specific Reason for Decision:		Decision:		AGREED / REFUSED	
Date decision letter posted to each parent/carer:		Date Email Copy Sent: (if sent)			
Principal/Headteacher Signature:		Date:			
Leave Taken:	Yes / No	Absence (G/H/C) & Reason noted on Student MIS Record:	Yes / No	Return Date Diarised: (to consider next action e.g., PN, Monitor etc.)	Yes / No