

## ANNEX C – Term Time Absence Request Form

	<b>TERM TIME ABSENCE REQUEST FORM FOR EXCEPTIONAL CIRCUMSTANCES</b>
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### **PRIOR TO APPLYING FOR TERM TIME ABSENCE PLEASE READ THIS IMPORTANT INFORMATION**

The full CMAT Attendance Policy followed by each academy can be accessed via each academy website.

1. The expectation is that all students aspire to achieve 100% attendance at school, with a minimum of 96% unless there are exceptional reasons for absence, which would then be authorised. Evidence may be requested to prove exceptional circumstances.
2. School attendance is vital for educational progress and all CMAT Academies strongly discourage term time absence. There is **no entitlement** to have leave of absence during term time.
3. Parents'/Carers' have a legal duty to ensure that their children of compulsory school age receive a suitable full-time education through regular attendance at school or otherwise (e.g. elective home education) (Section 7 Education Act 1996).
4. 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 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).
5. Department of Education (DfE) Guidance states good attendance should be promoted and absence should be challenged and addressed early to ensure every pupil has access to full-time education to which they are entitled.
6. Penalty Notices are used as a deterrent to absence during term time. Each Academy's Local Authority (LA) has the statutory duty to issue Penalty Notices and/or process legal action upon submission of appropriate evidence by said academy. A Penalty Notice is a fine of **up to £120 per parent, per child** and failure to pay will result in prosecution before Magistrates Court where a prosecution under Section 444(1) Education Action 1996 will be heard; if convicted you may be fined up to £1,000.
7. Principal/Headteachers are unable to authorise absence unless the request is considered **exceptional circumstance** in line with The Education (Pupil Registration) (England) Regulations 2006 & subsequent amendments.
8. All requests will be considered on an individual basis and must be received in advance (we ask for at **least 4 weeks in advance** of travel where possible to allow for administering the request). Details of other school age siblings and where they attend school should be provided as we are required to liaise with sibling schools.
9. If a request is refused the absence will be recorded as unauthorised. If the absence is less than 6 sessions a Penalty Notice Warning will be put into place, which if further unauthorised absence subsequently occurs, may result in a Penalty Notice being issued. If the absence is for 6 sessions or more, a Penalty Notice will normally be automatically requested on your child's return to school.
10. If a Penalty Notice Warning is in place, there must be no unauthorised absence during the period of 30 school days following the warning being issued to avoid a Penalty Notice being issued by the Local Authority.
11. If the period of absence requested is authorised, the requested dates must be adhered to. Failure to travel and return on the requested dates, causing additional absences to be recorded as unauthorised; this may lead to a legal sanction being imposed if evidence cannot be provided at your own cost to verify the cause for additional absences.
12. **If a child of compulsory school age fails to attend regularly at the school/academy they are registered at, it is the parent/carer who will be guilty of an offence (Section 444(1) Education Act 1996).**
13. If absence is not requested in advance and it is suspected that absence from school is due to unauthorised reasons e.g. holiday, you will be required to provide evidence to prove the absence was for legitimate authorised reasons; failure to do so may result a Penalty Notice being issued.
14. Your child may also be registered as 'Child Missing Education' with the LA and their place at the academy may be withdrawn if they are absent for 20 days or more.
15. If you are travelling in school holiday times, ensure you are aware of individual country quarantine return protocols. You **must** ensure your child is available to return to school following the holiday on the **first day of term/half-term**, you will need to discuss with your academy prior to absence (subject to government changes).

**A HOLIDAY MAY BE CHEAP DURING TERM TIME BUT A CHILDS EDUCATION IS PRICELESS**

Cambridge Meridian Academies Trust

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Term time absence request for: **Student Name** .....

House & Form ..... Year Group:..... 1<sup>st</sup> Line of Address & Post Code: .....

1<sup>st</sup> Date of Absence: ..... Last Date of Absence: .....

**Please note:** If the Principal's decision is that the absence is determined as **unauthorised** and it is for **6 sessions or more** (3 days (depending on LA protocol) or more) a Penalty Notice will **normally be automatically** issued as soon as the child returns to school.

**Purpose of Absence** – Please ensure you detail: the specific reasons, **what is exceptional** about the circumstance, what evidence you have and can provide that confirms the circumstance and why the absence cannot be taken during a school holiday. Please attach additional evidence/letter if required.

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Name of other children in the family	Age/Yr Grp	Education Provision/School	Please note you are required to complete a request for each child and to each school/academy if different. <b>NB.</b> Schools are required to liaise with each other and share information.

### IMPORTANT WARNING – PLEASE READ PRIOR TO SIGNING

- You may be requested to attend a meeting with the Principal to discuss this request further.
- Once a decision has been made you will be notified in writing.
- If the absence is authorised specified dates must be adhered to. Failure to travel and return on the requested dates, causing additional absences to be recorded as unauthorised, may lead to a legal sanction if evidence cannot be provided, at your own cost, to verify the cause for additional absences.
- If the absence is refused, the absence will be recorded as unauthorised and a Penalty Notice or Warning will be subsequently issued to both parents/carers.

By signing below, you are confirming all (see point 4 overleaf) parents/carers have read and understood the information and warnings within this form. All parents/carers & adults living with the child must print & sign.

Print Name..... Sign Name..... DoB: ..... Relationship to Student: ..... Dated.....

Print Name..... Sign Name..... DoB: ..... Relationship to Student: ..... Dated.....

Print Name..... Sign Name..... DoB: ..... Relationship to Student: ..... Dated.....

**ACADEMY USE:** Current Attendance:  % Last year's attendance (if relevant or request is Autumn Term)  %

Number of School Days Requested:  Request received in advance of travel (4 weeks' where possible) **Yes / No**

Are there Exceptional Circumstances? **Yes / No** Please detail rationale for decision: .....

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**DECISION:** Date: ..... Authorised (Letter TTA A)  Unauthorised (Letter TTA B)

Signed by Principal or Designated Person: ..... Date: .....

Leave Taken? **Yes / No** Letter to Parent(s)/Carer(s) issued by Post on: ..... Also by Email? **Yes / No**

Reason for Absence noted on Student Attendance Record

Return Date Diarised for Review (PN Request, Meeting or Continued Monitoring)