



# Hall Meadow Primary School

## Request for Absence from learning in exceptional circumstances

**Holidays cannot be authorised in accordance with Educational regulations**

Pupils are only in school for 190 days each year.

**There are 175 other days for holidays and other activities**

80% attendance represents **1 day off per week.**

90% attendance represents **1 day off per fortnight.**

The Head teacher will not grant any leave of absence (holidays) during term time

How to use this form:

- For all absences from learning other than sickness.
- Return to the school at least two weeks before the date of requested absence.
- Use a separate form for each child and each absence.

**Parent/Guardian to complete this section:**

<b>Name of child:</b>	<b>Year Group:</b>
<b>Is this the first request for absence this academic year? Yes / No    Current Attendance %</b>	
<b>Date of requested absence</b> From:	<b>Number of school days requested:</b> To:
Please state the exceptional circumstances for this request:	
<b>Signed:</b> <b>Print name:</b>	<b>Date:</b>

### School Office to complete this section:

Last year Attendance =		Green	97% - 100%	Above the national average.
Current Attendance =		Yellow	96% - 96.9%	Just above national average.
		Amber	94% - 95.9%	Below the national average.
		Pink	90% - 93.9%	Below national. At risk of dropping into the Persistent Absent group.
Absence requested on Arbor?	Yes / No	Red	0% - 89.9%	Significantly below the national average. This means being persistently absent from school.

### Head teacher to complete this section:

Your request is:  Authorised/ Unauthorised	The code placed in the register will be:	For example: Religious (R) Educated off site (B) Other Authorised Circumstances (C) Unauthorised holidays (G) Unauthorised Absence (O)
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**Signed:**

**Date:**

Hall Meadow Primary School, the Local Authority and Government believe that absence during term time should be avoided as it can have a damaging effect on pupils' education and overall achievement. As per guidance received from The National Framework for Penalty Notices and North Northants: 'If you take your child out of school for an accumulative total of 5 days or more (10 sessions) (83.33%) over a period of six weeks, the school will deem this as irregular attendance and will consider a referral to the Local authority for consideration of legal action. This could include;

A Penalty Notice payable up to £120 fine without further reference to you for a penalty notice this warning is valid for 12 months.

Prosecution under s444 (1) Education Act 1996, where if convicted you may be fined up to £1,000.

Prosecution under s444 (1) (a) Education Act 1996 where if convicted you may be fined up to £2,500 and/or 3 months' imprisonment."

From August 2024, the fine for school absences across the country will be £80 if paid within 21 days, or £160 if paid within 28 days. This rate is in line with inflation and is the first increase since 2012. In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160.

Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered.

If you're prosecuted and attend court because your child hasn't been attending school, you could get a fine of up to £2,500.

Being taken to court could result in you having a criminal record.