BACON’S COLLEGE - REQUEST FOR LEAVE OF ABSENCE

**THIS APPLICATION IS TO BE MADE BY A PARENT/CARER FOR A CHILD’S LEAVE OF ABSENCE FROM**

**BACON’S COLLEGE DURING TERM TIME.**

# Pupil’s Name (Please Print): …………………………………………………………………………. Form: …………………………………

REASON FOR REQUEST

 HOLIDAY DURING TERM TIME  FAMILY CIRCUMSTANCES

 RELIGIOUS OBSERVANCE  OTHER

*We will require written confirmation/evidence if there are exceptional circumstances being requested, your request to take your child out of school during term time for a family holiday will not be authorised and this could lead to a fixed penalty notice being issued. In such cases the school would normally only authorise a maximum of three days absence and evidence will be required to support your request.*

I wish to apply for my child to be absent from school during the following dates:

First date of absence: …………………………………………. Date of return to school: ………………………………………….

TOTAL NUMBER OF SCHOOL DAYS MISSED

Please provide as much detail outlining the reason for your request for leave from school:

……………………………………………………………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………………………………………………………

If this leave is for a holiday, please state the destination: .………………………………………………………………………………………..

I am making this application for my child named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and could result in a Penalty Notice and be brought to the attention of **Southwark** **Education and Inclusion team**.

Name of Parent/Carer making application: ……………………………….…………………………………………………………………………………

I have read and understood the information on the reverse of this application (please tick)

Signed: ……………………………………………………………………….……………… Date: ……………………………………………………………………

Please return this form to Reception giving at least 2 weeks’ notice of intended absence.

**FOR OFFICE USE ONLY**

Received by Reception on: Received by Vice Principal for Coding Decision Received by Attendance Manager for Coding and Action 

Code:

Informed Parent/Carer of Decision  Coded 

Action Taken

Dear Parent/Carer,

**Attendance at Bacon’s College**

I am writing to remind you about the importance of good attendance and punctuality. It may be useful for you to know what attendance figures mean for your child:

|  |  |  |
| --- | --- | --- |
| 100% | = | Outstanding |
| 98% - 99% | = | Excellent |
| 96% - 98% | = | Good |
| 94% - 96% | = | Satisfactory |
| Under 95% | = | Very Low/Persistent Absentee |

If your child’s attendance falls below 96% the Attendance Manager, Mrs Carroll, will monitor your child’s attendance, a letter will be sent home, and you will be required to attend a meeting. If it falls below 90% it triggers a referral to the Local Authority. If these interventions do not improve attendance, then further action can be taken resulting in a possible court case or fine. I hope you will support us in maintaining good attendance by booking doctor, dentist, optician appointments and shopping trips either in the school holidays, in the afternoon after school or at weekends.

**School attendance regulations from 1st September 2013**

School attendance regulations have changed, the **Education (Pupil Registration) (England) (Amendment) Regulations 2013** now no longer give head teachers the ability to sanction holidays and leave during term time “The amendments make clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances”. Parents will be referred to the local authority and may be fined a fixed penalty notice. The fine will be £80 per adult for each child if paid within 21 days, rising to £160 if paid within 28 days.

The National Framework for Penalty Notices introduces a new national limit of two penalty notices that can now be issued to a parent for the same child within a rolling three-year period. If a second Fixed Penalty Notice is issued to the same parent for the same child, within three years of the first Fixed Penalty Notice, the second Fixed Penalty Notice is charged at a flat rate of £160 if paid within 28 days.

Once two Fixed Penalty Notices have been issued, if a third unauthorised leave of absence occurs within a three-year period, a Penalty Notice will not be issued, and the case may be presented straight to the Magistrates’ Court under s.444 of the Education Act (1996) or other legal interventions considered. The Magistrates’ Court can order fines up to £2500 per parent, per child.

By law, parents/carers do not have a right to take their children out of school during term time and may be fined for taking holidays without the school's consent. If you are considering taking your child out of school during term time for a family holiday or abroad for any other circumstances, you MUST notify the Principal by completing a *Leave of Absence Request Form* [*here*](https://www.baconscollege.co.uk/Portals/0/adam/Content/hc4HVgpkFUOibkrb4Xgp2Q/Link/Bacon%27s%20College%20Request%20for%20Absence%20Form%2024.pdf). We will require written confirmation/evidence if there are exceptional circumstances being requested, your request to take your child out of school during term time for a family holiday will not be authorised and this could lead to a fixed penalty notice being issued.

These policies are common across most schools and are intended to encourage good attendance, so should not be controversial. We want to ensure there is fairness and transparency for all families.

If you with to know your child's attendance figure or discuss anything related to attendance and punctuality, please ring the Attendance Team on 0207 237 1928.

Yours sincerely,

**Mr T Sargeant**

**(Vice Principal)**