

Lowdham CofE Primary School

'Shine like stars' Phil. 2:15



Lowdham CofE Primary School is not able to authorise leave of absence for pupils during term time unless there are exceptional circumstances. The school must report children who are missing from school without explanation to the Nottinghamshire County Council Safeguarding Hub.

You are therefore asked to notify the school of any absence by completing this **Absence Notification Form**.

Name of child:	
Class:	
Dates of planned absence:	Date of last day at school: Date of return to school:
Total number of school days missed:	
Reason for absence:	

- This absence is a medical appointment, illness or religious observance.
- I accept that this absence will show as "unauthorised" on my child's permanent educational record. I understand that this could lead to each parent being issued a penalty notice or a summons for irregular school attendance.
- I believe that this absence is an exceptional circumstance. I request that the Headteacher considers the details above and informs me of the final decision.

Signed (Parent or Carer)..... Date.....

FOR OFFICE USE ONLY

HT decision (authorised / unauthorised)	
Attendance code for register	
Authorising name & signature	

EVERY DAY COUNTS

Taken from the NCC site:

<https://www.nottinghamshire.gov.uk/education/school-discipline-and-exclusions/attendance-absence-truancy>

Going to school regularly is important to your child's future. Children who miss school frequently can fall behind with their work and do less well in exams.

Good attendance shows potential employers that your child is reliable. Research suggests that children who attend school regularly could also be at less risk of getting involved in antisocial behaviour or crime.

The law

By law, all children become compulsory school age at the beginning of the first term following their 5th birthday. Once a child is of compulsory school age children must receive a suitable full-time education. For most parents, this means registering their child at a school. However, some choose to make other arrangements to provide a suitable, full-time education.

Once your child is registered at a school, you are legally responsible for making sure they attend regularly. If your child fails to do so, you risk getting a penalty notice or being prosecuted in court.

Absence

Authorised absence

If your child is ill or unable to attend school for some reason, you should contact the school by phone to notify them. Depending on the reasons for absence, the Headteacher will decide whether the absence can be authorised or not. Where absence is sickness-related, schools may require medical certification, particularly where the absence lasts a few days.

Unauthorised absence

Absence from school is likely to be recorded as unauthorised absence when:

- there is no parental explanation
- the school is not satisfied with the explanation for an absence

In either of these situations you could face prosecution.

Headteachers are no longer permitted to agree a Leave of Absence during term time unless in exceptional circumstances. This includes where parents decide to take their children out of school for a family holiday during term time. If a parent intends to take their child out of school for a leave of absence during term time, they must have requested this in advance and had their request agreed by the Headteacher. Failure to do this could result in a fine or prosecution.

In Nottinghamshire, parents **can** be fined if their child has in excess of **5 days unauthorised absence over a 10 week period**.