



# DIGGLE SCHOOL

Sam Road, Diggle, Saddleworth OL3 5PU

Headteacher: Mrs S Newton

Tel: 0161 770 5246 Fax: 01457 872114

Email: info@diggle.oldham.sch.uk

www.diggle.oldham.sch.uk

This form has been designed to clarify the process of requesting absence from school.. The school is expected to comply with Government guidance by the DfE (Department for Education) and the LA (Local Authority).

## APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL

*I wish to apply to have an absence authorised for:*

|                 |        |
|-----------------|--------|
| Pupil Name (s): | Class: |
|-----------------|--------|

Do you have another child who attends at a different school that will also be absent?  
If so, please state the child's name and school

|                   |         |
|-------------------|---------|
| Sibling name (s): | School: |
|-------------------|---------|

I request permission for my child to be absent from school between:

|                                   |                           |                              |
|-----------------------------------|---------------------------|------------------------------|
| First Day of Absence from School: | Date of Return to School: | Total of School Days Absent: |
|-----------------------------------|---------------------------|------------------------------|

Please state your reason for your travel and include any supporting documentation:

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Signature of Parent/Carer: .....

Date: .....

**Each request can only be judged on a case by case basis, you will receive a reply from the school in writing.**

### **Office use only:**

|   |   |                           |
|---|---|---------------------------|
| Current attendance: %   | Number of late marks:   | Number of days requested: |
| Would granting this request mean attendance would fall below 95% Yes: <input type="checkbox"/> No: <input type="checkbox"/> |   |                           |
| Signature:  | Authorised: <input type="checkbox"/> Unauthorised: <input type="checkbox"/> | Reasons:                  |

The law does not grant parents/carers an automatic right to take their children out of school during term time. If the request is for an absence in term time you must have Parental Responsibility and be the parent/carer with whom the child normally lives. Permission **must** be sought in **advance**. If the circumstances relating to this request are considered exceptional and the absence is authorised by the school, the authorising of the absences will be conditional on the child(ren) attending satisfactory up to the date covered by this request. If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence.

Penalty Notices Under the Anti Social Behaviour Act (2003) grant the local authority and schools statutory powers to tackle poor school attendance and/or unauthorised absences. An unauthorised absence is any absence that the Headteacher has not given permission for or where an explanation has not been provided by the parent. If your child accrues 10 sessions of unauthorised absence you may be liable for a penalty notice (one days absence equals two sessions and a five day absence is equal to 10 sessions etc).

Parents should note that in normal circumstances, current practice is that only one penalty notice will be issued to a parent relating to the absence of a particular child within a two year period. Should a further period of unauthorised absence be recorded, then the parent(s) will normally be summonsed to appear at a Magistrates Court, unless an Education Supervision Order is considered more appropriate.



## AVOIDABLE ABSENCE IN TERM-TIME

**IMPORTANT:** Please read carefully the information below.

**WARNING:** If you allow your child to miss school in term time for an avoidable reason without obtaining the prior approval of the school, you may be issued with a Penalty Notice\* per parent per child, or made the subject of court proceedings under section 444 Education Act 1996.

As a parent/carer, you can demonstrate your commitment to your child's education by not allowing your child to miss school for anything other than an exceptional and unavoidable reason.

| THE FACTS   | THE LAW   |
|---|---|
| <p>School aged pupils in Oldham maintained schools are expected to attend punctually on the 190 days that the school is open. Whilst there are a number of unavoidable reasons why a pupil might be away from school (illness, medical appointments, exclusions etc), the legislation is clear that any avoidable absence may only be authorised by a school if there are exceptional circumstances.</p> <p><b>WHAT YOU SHOULD CONSIDER</b><br/>                     Research suggests that children who are taken out of school may never catch up on the learning they have missed. This may affect test results and can be particularly harmful if the child is studying for final year examinations.</p> <p>Children who struggle with English or Mathematics may also find it even harder to cope when they return to school, while younger children may find it difficult to renew friendships with their classmates.</p> <p>If the school is unable to authorise the absence and the child is still taken out of school, this will be recorded as <b>unauthorised absence</b> and you may receive a £60* fine per parent for each child.</p> | <p>The law allows schools to consider individual requests to authorise a future avoidable absence. However before the school can authorise any such requests, they must satisfy themselves that there are exceptional circumstances which justify such a decision. It is entirely the responsibility of the parent submitting the request to provide sufficient information/evidence in order to establish this fact. The request for leave must come from a parent with whom the child normally resides</p> <p>If a child then stays away from school for more than the authorised period this must be recorded as unauthorised absence and could be quoted in a prosecution for poor attendance.</p> <p>If the child is away from school for a total of four weeks or more, the school may have the option to take the child off roll subject to the Education (Pupil Registration) (England) Regulations 2006.</p> <p>In the case of unexpected extended absence, it is advisable that the parent fully informs the school as to the reasons. If a child is removed from roll, there is no guarantee that the child will regain a place at the school.</p> |

|   |  |
|---|--|
| <p><b>Unavoidable absence from school will be authorised if it is for the following reasons:</b></p> <ul style="list-style-type: none"> <li>▪ Genuine illness</li> <li>▪ Unavoidable medical / dental appointments (but try to make these after school if at all possible)</li> <li>▪ Days of religious observance</li> <li>▪ Seeing a parent who is on leave from the armed forces</li> <li>▪ External examinations</li> </ul> | <p><b>Other examples of absence from school that <u>will not</u> be authorised:</b></p> <ul style="list-style-type: none"> <li>▪ Looking after siblings or unwell parents</li> <li>▪ Minding the house</li> <li>▪ Any type of shopping</li> <li>▪ Resting after a late night</li> <li>▪ Relatives visiting or visiting relatives</li> <li>▪ Non-genuine illness</li> </ul> |
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Please contact Mrs Newton if you wish to discuss this issue.

**The law requires parents to ensure their children receive an efficient full time education, and every minute of every day is important. Please help them not to miss any of this valuable time.**

We hope that when you have read these notes you will consider that your child's education is too important to allow them to miss school for avoidable reasons.

\*Penalty Notice £60 if paid within 21 days, increasing to £120 if paid after 21 days and before 28 days