

Cottingham Church of England Primary School

Headteacher: Mr Ashley Scott

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www.cottinghamprimary.co.uk

Cottingham CofE Primary School

Child's Absence from school

Dear Parent/Carer, please use this form to inform school of your child's planned absence from school. All absences from school will be unauthorized unless they are for exceptional circumstances. Please refer to the school attendance policy for further information.

Name of pupil: Class:

My son/daughter named above will be absent from school for the following reason/s:

.....
.....
.....
.....

First date of absence from school:

Last date of absence from school:

Please give a reason as to why your child needs to be absent during term time:

.....
.....
.....

Signed: (Parent/Carer) Date:

Attendance:

This absence will be: Authorised (Exceptional circumstance) Unauthorised

Signed: (Headteacher) Date:.....

Please turn over for further legal information.

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[Holidays during school term-time in England \(parliament.uk\)](http://parliament.uk)

Parents cannot authorise absences; only schools can do this. Head teachers have discretion to grant leave during school term time, but this is not an automatic entitlement. The law governing such leave of absences was tightened up from September 2013. Under current regulations, head teachers may not grant leave of absence during term-time unless there are exceptional circumstances.

[Department for Education guidance](#) summarises the legal powers and duties that govern school attendance, and explains how they apply to local authorities, head teachers, school staff, governing bodies, pupils and parents. [Code H: leave of absence for the purpose of a family holiday granted by the school](#) (p58) states:

- **215. Parents should plan their holidays around school breaks and avoid seeking permission from schools to take their children out of school during term time unless it is absolutely unavoidable.**
- **216. An application for leave of absence should (and from certain schools must) not be granted unless it is made in advance by a parent the pupil normally lives with and the school is satisfied that there are exceptional circumstances based on the individual facts and circumstance of the case which justify the leave. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the headteacher's discretion.**

Legal action to enforce school attendance.

Local councils and schools can use various legal powers if your child is missing school without a good reason.

- **Parenting Order** This means you have to go to parenting classes. You'll also have to do what the court says to improve your child's school attendance.
- **Education Supervision Order** If the council thinks you need support getting your child to go to school but you're not co-operating, they can apply to a court for an Education Supervision Order. A supervisor will be appointed to help you get your child into education. The local council can do this instead of prosecuting you, or as well.
- **School Attendance Order** You'll get a School Attendance Order if the local council thinks your child is not getting an education. You have 15 days to provide evidence that you've registered your child with the school listed in the order or that you're giving them [home education](#). If you do not, you could be prosecuted or given a fine.
- **Fine (sometimes known as a 'penalty notice')** Your local council can give each parent a fine of £60, which rises to £120 each if you do not pay within 21 days. If you do not pay the fine after 28 days you may be prosecuted for your child's absence from school.

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