



Aston Fields Middle School

Striving for Excellence: Learning for Life



APPLICATION FOR TERM-TIME ABSENCE

This form must be completed if parents/carers wish to take their child out of school for holiday or similar reasons.

All parents/carers should note that legislative changes made in the Education (Pupil Registration) (England) (Amendment) Regulations 2013 make it clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Details of any exceptional circumstances that you wish the school to consider must be included when submitting the application.

All absence for holiday or similar reasons must be notified to the School. Failure to do so may result in referral to the Attendance Intervention Officer and may result in the issue of a Fixed Penalty Notice.

Name of Child/Children: **Registration Class(es):**

Address:

Proposed dates of absence: **Qty School days:**

Reason for absence during term time:

If travelling outside of the UK please state destination:

Name of Parent/Carer submitting this form (Print):

Signature of Parent/Carer **Date**

Parents/carers should note that the Local Authority may issue parents with a Fixed Penalty Notice if their child's level of unauthorised absence reaches 6 school days in a 12 week period, resulting in a fine being payable of £60 per child, per parent, rising to £120 if unpaid within 21 days. Non payment of a Fixed Penalty Notice may lead to legal proceedings.

Any absence from school can have a serious effect on a child's educational progress and can create difficulties upon their return to school. It is the parent's responsibility to assist children to catch up with work that is missed during the absence. Having a continuous education will help give a child the best possible start in life. Therefore we would hope that parents will avoid taking children out of school during term-time.

The school will provide a written response to your request and will aim to do this within 10 school days of receipt. If you do not receive a reply within this time, please contact the school to ensure that your form has been received and that we are aware of your request. Where a planned absence form is not received by the school, the absence will be recorded as Unauthorised.

For school use only:

Date received.....

Acknowledgement sent

Attendance Officer.....

Headteacher.....