



The Regis School

The best in everyone™

Part of United Learning

THE REGIS SCHOOL - REQUEST FOR LEAVE OF ABSENCE

THIS APPLICATION IS TO BE MADE BY A PARENT/CARER FOR A CHILD'S LEAVE OF ABSENCE FROM THE REGIS SCHOOL DURING TERM TIME.

Pupil's Name (Please Print): Tutor:

REASON FOR REQUEST

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HOLIDAY DURING TERM TIME

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FAMILY CIRCUMSTANCES

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RELIGIOUS OBSERVANCE

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:

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.....

.....

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

Declaration:

I confirm that the information I have given on this form is true. I understand if I do not fully complete this form, fully respond to requests for further information that ultimately the absence is not authorised, my child's attendance will be recorded as an unauthorised absence. I understand that I must ensure my child attends school regularly and that failing to do so is a criminal offence, which may result in legal proceedings being taken against me, either through a Fixed Penalty Notice (FPN) or by prosecution in the Magistrates Court.

Signed:
(Parent/Carer)

Date:

Full Name:

Unless further information is required a decision will be sent to you within 5 school days.

Please return this form to Reception or email attendancedesk@theregisschool.co.uk giving at least 2 weeks' notice of intended absence.

FOR OFFICE USE ONLY

Received by Attendance Team on:

Informed Parent/Carer of Decision

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Coded

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Dear Parent/Carer

Attendance at The Regis School

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:

- 99% - 100% = Excellent
- 97% - 98% = Good
- 95% - 97% = Average
- Under 95% = Very Low/Persistent Absentee

If your child's attendance falls below 96% the Attendance Lead, Monica Bowen 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 August 2024

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 or by prosecution in the Magistrates Court.

Please note if a school refers a period of absence that is 15 consecutive school days or more; pupil entitlement: Investigation may consider an FPN is not appropriate. In these instances, the matter may instead be brought directly before the Magistrates Court.

"A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution, but may include other tools such as one of the other attendance legal interventions"

If a student is taken out of school without authority during an inset week or following a bank holiday, the local authority will accept a referral for consideration which may result in legal proceedings being taken against parent / carer, either through a Fixed Penalty Notice (FPN) or by prosecution in the Magistrates Court. If a student has an absence of illness prior to or following an unauthorised holiday which take the absence to the threshold of a referral of 5 days or more, we may consider referring as above if no medical evidence is provided.

If you wish to know your child's attendance figure or discuss anything related to attendance and punctuality, please ring the Attendance Team on 01243 865892 or email attendancedesk@theregisschool.co.uk

Yours sincerely,

Mrs Monica Bowen
Whole School Attendance Lead

Mr Samuel Down
Vice Principal