

Exceptional circumstances for seeking absence during school time continued:



The Regis School
The best in everyone™
Part of United Learning

- Please hand this form into Reception.
- If in an envelope, please write on it REQUEST FOR ABSENCE FROM LEARNING.

REQUEST FOR CONSIDERATION
OF AUTHORISATION OF
ABSENCE FROM LEARNING
(exceptional circumstances only)



United Learning
The best in everyone™

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Article 28 UNCRC:
Every child has a right to an education.



REQUEST FOR AUTHORISATION OF ABSENCE FROM LEARNING DURING TERM TIME

Before you make this application for absence from school please note the following

1. In most circumstances your request will not be authorised in term time unless there are EXCEPTIONAL CIRCUMSTANCES.
2. **Unauthorised absence from learning may be liable to a Fixed Penalty Notice from the Education Welfare Service. A Fixed Penalty Notice applies for 10 or more unauthorised absences (5 school days) and is a minimum £60 fine for each parent/carer for each child.**
3. **Parents/carers were informed of the change to the Education Welfare Service's policy regarding Fixed Penalty Notices in July 2011 and changes to the Government expectations in September 2013.**
4. **IF YOUR REQUEST IS RELATED TO YOUR EMPLOYMENT CONDITIONS PLEASE ATTACH A LETTER FROM YOUR EMPLOYER.**

Student absence has a huge impact on results.

In 2019, students who had good attendance of 95%+ were 18% more likely to achieve English and Maths at 4+ than those with attendance of 90-95% and 39% more likely that those with an attendance of below 90%. Those figures for English and Maths at 5+ shows that those with an attendance of 95%+ are 24% more likely than those with an attendance of 90-95% and 31% more likely than those with an attendance of less than 90%

FOR SCHOOL USE ONLY: Use Absence code C G H J M O P R T V W

AUTHORISED ABSENCE		UNAUTHORISED ABSENCE	
Date from:		Date from:	
Date to:		Date to:	
Number of days:		Number of days:	
Signed:		Signed:	

REQUEST FOR AUTHORISATION OF ABSENCE FROM LEARNING DURING TERM TIME

TO: THE REGIS SCHOOL

Name of Student:

Mentor Group:

Year Group:

House:

Current Attendance:

Names of brothers/sisters and the school they attend:

Name:

School:

Name:

School:

Name:

School:

First date

of absence:

Date returning

to school:

Total number of school days of absence being requested:

Exceptional circumstances for seeking absence during school time:

Detailed information as to why this absence from learning cannot be taken in the 175 non-school days must be given or requests will not be authorised.

Please continue over-

Parent/Carer
signature:

Date: