



The Norwood School

Term Time - Absence Notification form

Amendments have been made to the 2006 regulations in the Education (Pupil Registration) (England) (Amendment) Regulations 2013. These amendments, as described below, will come into force on 1 September 2013.

Term-time absence

The Education (Pupil Registration) (England) Regulations 2006 currently allow Headteachers to grant leave of absence during term time in "special circumstances" of up to ten school days leave per year. Headteachers can also grant extended leave for more than ten school days in exceptional circumstances.

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days.

The amendments make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Headteachers should determine the number of school days a child can be away from school if the leave is granted.

The school target is 97%. Absence at any point in the year will have an impact on attendance records and unfortunately affect educational progress.

The Department for Education and Science is keen that any family holidays should be taken during the school holiday period.

Any unauthorised absence from school will result in a Penalty Fine of £60.

This form should be completed and forwarded to the Headteacher for consideration, together with evidence of extreme circumstances i.e. Medical certificate, Funeral/Wedding Order of Service.etc.

Date:

Student's Name	Form

Requested start date of absence:

Date of return to school:

Length of absence in school days:

Reason for request:

Signed: Parent

Evidence Attached:

Order of Service: Funeral / Wedding

Medical Certificate

Travel documents: Plane / Train tickets

Invitation

FOR OFFICE USE:

Current attendance percentage :

Decision:

Absence Authorised

Absence Unauthorised

Signed:

Headteacher