



Himbleton CE Primary School and Nursery

Planned Absence Request Form



The DfE says that a child must attend every day that school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for a circumstance which would mean a request for absence in advance from the school. Such circumstances include:

- Taking part in a regulated performance or employment abroad
- Attending an interview, including for another school
- Study leave
- A temporary, time-limited part-time timetable or to attend another school where a child is registered (dual registration)
- Attending an off-site educational visit or an approved sporting activity
- Exceptional circumstances – these will be considered on an individual basis. Currently, the need or desire for a holiday in term time is not considered to be exceptional circumstances.

If you would like to request a planned absence from school, please complete the following form and return it to the school office for consideration. Parents and carers should also refer to Himbleton's Attendance Policy for more information about this process. Teachers will not be able to provide work for children who have missed school due to a planned absence.

Please note, the Government made changes to penalty notice fines for unauthorised leave of absence from school, which came into effect in August 2024. As a school we are asked to inform you that in line with Worcestershire County Council Policy and The Department for Education guidelines, unauthorised absence may be subject to a penalty notice fine, **per parent, per child**.

1st period of 10 sessions of unauthorised absence within a 10 week period	1st Penalty Notice issued: £160 per parent, per child, reducing to £80 if paid within 21 days
2nd period of 10 sessions of unauthorised absence within a 10 week period; within 3 years	2nd Penalty Notice issued: £160 per parent, per child.* (no reduction for early payment)
3rd period of 10 sessions of unauthorised absence within a 10 week period; within 3 years	A penalty notice will <u>not</u> be issued. If suitable, the matter will be presented to the Magistrates' Court under S4441 of the Education Act 1996. Cases found guilty in the Magistrates Court could incur a fine of up to £1,000 per parent, per child, and a criminal record for failing to secure regular attendance. Additional court costs may also be charged.

Name of child/ren:			
Year group/s:			
First date of requested absence:		Last date of requested absence:	
Total number of school day's absence:			
Reason for absence:			
Parent's signature:		Date:	
School use only			
Child's current attendance			
Authorised/unauthorised			

