

A.I.M. HIGH at



Aspiration. Inspiration. Motivation.

## ABSENCE REQUEST IN EXCEPTIONAL CIRCUMSTANCES FORM

A request for absence is one that is given at the discretion of the Head Teacher and is only able to grant leave in exceptional circumstances.

If a request for absence under exceptional circumstances is refused the reason is at the Head Teacher's discretion. **If as parents you decide to continue with the absence, your child will be registered with unauthorised absence** which will be reflected on the Annual Report and may result in a fixed term penalty notice.

**A new National Framework for Penalty Notices for School Absence will come into effect from the 19<sup>th</sup> August 2024. A penalty notice is an out of court settlement which is intended to cause improved attendance without the need for a criminal prosecution.**

The National Framework includes:

- A single consistent national threshold for when a penalty notice must be considered of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. The three-year period begins from the date of the first penalty notice issued on or after 19 August 2024.
- Unauthorised absence sessions can be consecutive (e.g. 10 sessions of holiday in one week) or sporadic (e.g. 6 sessions of unauthorised absence in 1 week and 1 per week for the next 4 weeks). The 10 school week period may span different terms or school years.
- The option of using a 'Notice to Improve' where support is appropriate to provide a final opportunity to engage with support to prevent a penalty notice being issued.
- The first penalty notice issued to the parent for that pupil will be charged at £160 if paid within 28 days reducing to £80 if paid within 21 days. (this is less than an inflationary rise since 2013)
- Where it is deemed appropriate to issue a second penalty notice to the same parent for the same pupil within 3 years of the first notice, the second notice is charged at a flat rate of £160 if paid within 28 days.
- A third penalty notice must not be issued within a 3 year period. Therefore, in cases where the threshold is met for a third (or subsequent) times within those 3 years, a penalty notice cannot be issued and 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.

Headteacher: Mr S Wright

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Name of Child:	Class:
Name of Child:	Class:
Name of Child:	Class:

Date of first day of absence requested:
Date of return to school after absence:
Total number of days requested:

Reason for a request for absence under exceptional circumstances:

Parent/Guardian Name:	Signature:	Date:
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Permission Granted: <b>Yes/No</b>	No of school day absence:
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Permission Refused:
Request was not deemed an exceptional circumstance by Head Teacher

Head Teacher's signature:	Date:
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