

Brighstone C.E. Aided Primary School



Headteacher – Kim Hall
New Road – Brighstone – Isle of Wight – PO30 4BB – Telephone (01983) 740285



www.brighstoneprimary.org.uk

Charity Number: 307389

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Appendix 2

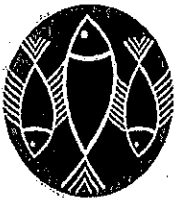
Dear Parents,

As you are aware, the school has a duty to promote the positive attendance of all pupils. We equally appreciate that, due to exceptional circumstances, there are times when there can be a need to remove your child from school during term time. If parents need to remove their child from school during term time, a leave of absence form should be completed and be returned to the school office for the consideration of the Headteacher, at least a month prior to the absence. The Headteacher will use the „decision tree“ to make the decision as to whether the leave of absence can be granted or not. Each case will be judged on an individual basis, within the compliance of the attendance policy. A copy of the attendance policy is available from the school office or can be downloaded from the policy section of the school website.

Enclosed is the leave of absence form and a copy of the decision tree. Should you have any questions please feel free to call or email.

Yours sincerely,

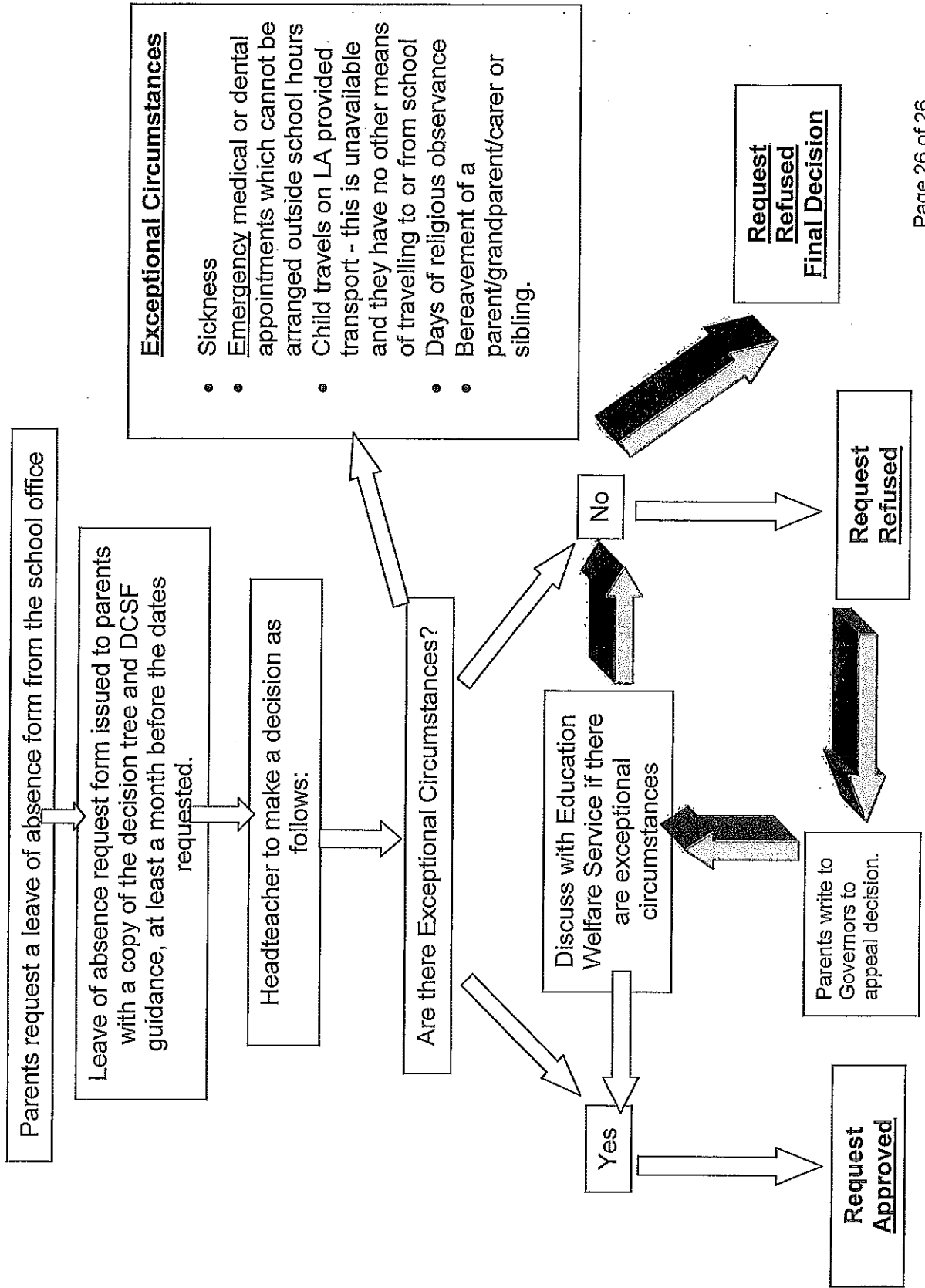
Head Teacher



Request to remove a child from education during term time – Decision tree



Appendix 13



Application for leave of absence from Brighstone Primary School.

As parents, you have a legal responsibility to ensure your child's regular attendance at school. Applications for leave of absence will **only** be granted in exceptional circumstances and the number of days given will be determined by the Headteacher.

If you wish to apply for a leave of absence for your child in term time you will need to complete this form and return it to the school office.

Any leave of absence during term time which is not applied for or agreed to by the school will be recorded as unauthorised and will be referred to the Local Authority for the issuing of a Fixed Penalty Notice – please see note on the reverse of this form.

Name of Child:	Class:
I am applying for leave of absence for my child from: _____ to _____	
For the purpose of:	
Number of school days that will be missed:	
Full Name of Parent and Carers:	
This leave cannot be taken during the school holidays because:	
I also have children at: (please insert name of school)	
Signed:	Date:

Having considered your request carefully, my decision is:	
Approved for: (insert number of days granted)	
Not Approved:	
Explanatory notes:	
Signed:	Date:

Fixed Penalty Notices

Unauthorised absence and persistent lateness may result in the issue of a Penalty Notice to each parent / carer, for each child for the period of absence from school.

The Penalty Notice is £60 per pupil, per parent/carer if paid within 21 days rising to £120 per pupil per parent/carer if paid within 28 days.

Failure to pay the notice within the specified time will result in its withdrawal and will result in a prosecution under Section 444(1) Education Act for the non-attendance where the maximum fine is £1000.

Please note there is no provision for payment of the penalty notice in instalments