

## EXCEPTIONAL CIRCUMSTANCE REQUEST FOR ABSENCE DURING TERM TIME

### NOTICE TO PARENTS /CARERS

Dear Parent/Carer

The law does not grant parents an automatic right to take their child out of school during term time. Any absence from school will disrupt your child's learning. You may consider that a holiday will be educational but your child will miss out on the teaching that their classmates will receive during your holiday. Attendance is vital to academic success and missed education poses a potential risk of under achievement. This is something we all have a responsibility to avoid.

The Department for Education no longer allows Head teachers/Principals to grant any leave of absence during term time unless there are exceptional circumstances. If you consider that your request for absence is exceptional you will need to complete the SRWA form. A response will be sent to you as soon as possible. If leave is not authorised and you nevertheless withdraw your child from school the absence will be recorded as an unauthorised absence.

**In the case of an unauthorised absence, the Pupil Entitlement Department at West Sussex County Council will be notified and a Penalty Notice will be issued. Please note that such a Penalty is issued to each parent for each child taken out of school. A Penalty Notice is a fine of £60, which increases to £120 if not paid within the first 21 days. Thereafter if the Penalty remains unpaid after 28 days, this may result in legal action being taken against you. Parents have a duty to ensure their child's regular attendance at school and failure to do so is an offence under Section 444(1) of the Education Act 1996. Please refer to West Sussex County Council website if you would like further clarification relating to the Fixed Penalty Notice process, or if you wish to see their Code of Conduct.**

All requests must be completed on the SRWA form which is available to download from our website or a printed copy can be requested from your child's Chapter base; letters or emails will not be accepted. This form should then be returned to the Attendance Officer as soon as possible prior to the absence.

I hope you will support our efforts in raising attendance and attainment at Sir Robert Woodard Academy.

Yours faithfully



Eber Kington  
Assistant Principal



Partner school



SIR ROBERT WOODARD  
ACADEMY



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@SirRobertWoodardAcademy

**EXCEPTIONAL CIRCUMSTANCE REQUEST FOR ABSENCE  
DURING TERM TIME**

**APPLICATION BY PARENT/CARER**



If you consider you have to take a holiday in term time, please complete this form and return to the Attendance Officer at least 14 days before the date you wish to remove your child from the Academy.

Student Name: \_\_\_\_\_ Tutor Group: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Parent/Carer Name(s): \_\_\_\_\_ / \_\_\_\_\_

First day of absence \_\_\_\_\_ Date of return to school: \_\_\_\_\_

Total number of days missed \_\_\_\_\_

Reason for absence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I understand that if the absence request is unauthorised The Education Welfare Services will be notified of the absence and a Fixed Penalty Notice may be issued. I understand that a Penalty is issued to each parent/carers of each child taken out of school and that this fine is £60 which increases to £120 if not paid within the first 21 days. I understand that if I do not pay this it may result in legal action being taken against me. Parents have a duty to ensure their child's regular attendance at school and failure to do so, is an offence under Section 444(1) of the Education Act 1996.*

Signed ..... Date .....

**(This should be returned to the Attendance Officer as soon as possible prior to the absence)**

.....

Student Name: \_\_\_\_\_ Tutor Group: \_\_\_\_\_

**AUTHORISED:** Your request has been authorised for the following dates:  
\_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

**UNAUTHORISED:** Your request for a leave of absence has not been authorised.

Signed ..... Principal Date \_\_\_\_/\_\_\_\_/\_\_\_\_

*An unauthorised absence may result in a Penalty Notice being issued to each parent/carers of each child taken out of school, the fine is £60 which increases to £120 if not paid within the first 21 days. Parents have a duty to ensure their child's regular attendance at school and failure to do so is an offence under Section 444 (1) of the Education Act 1996.*