Schools cannot grant any leave of absence during term time unless there are exceptional circumstances.  As a school, we implement the fixed penalty fine procedures for unauthorised absences, which is initially a fine of £160 for each parent, for each child.

**Please return this form to the Attendance Officer by email** [**jthomas@trinity.newburyacademytrust.org**](mailto:jthomas@trinity.newburyacademytrust.org) **or via your child to Student Reception.   You will be notified of the decision by letter within 5 days of you request being received.**

**Parent to Complete**

|  |  |  |
| --- | --- | --- |
| **Name of Student:** | | **Tutor :** |
| **Purpose of Absence:** | | |
| **Reason for absence during term time:**      **If absence is due to work commitments during school holidays please provide proof, ie letter from employer.** | | |
| **Proposed start date of absence from school:**    **……………………………………………….**    **Date of return to school:**    **………………………………………………..** | **Signed :**    **………………………………………………….**    **Date :**    **………………………………………………….** | |
| **Details of siblings (of school age) requesting leave with any other school:** |  | |
| **Name of school sibling attends:** |  | |

**Attendance Officer/Headteacher to Complete**

|  |  |
| --- | --- |
| **Number of days absence requested** |  |
| **Percentage of attendance (past 12 months)** |  |
| **Term Time Holiday (Y/N) and Dates** |  |
| **Headteacher’s approval/reason for not approving absence:**    **Signed ……………………………………………….**  **Dr C Wilson – Executive Headteacher**    **Dated ……………………………………………………..** |  |

If the Headteacher’s approval is not given and the holiday is still taken the absence will be recorded as unauthorised and may be referred to in any reference by the school.   The school and West Berkshire Council have the power to impose a fixed penalty fine in these circumstances.  Over a rolling 3 year period the sanctions are: 1st Offence - £160 reduced to £80 if paid within 21 days; 2nd offence £160; 3rd offence – Court hearing and up to £2,500 fine, or up to 3 months in prison and a criminal record.

You can be fined if your child has a total of 5 days unauthorised absences in 10 weeks, for things like (1) being late after the register has closed; (2) truancy; (3) taking a holiday without permission from school and (4) if a headteacher is not satisfied for the reason for missing school.