Nacton C of E Primary School

As parents, you have a legal responsibility to ensure your child's attendance at school. During the academic year, pupils are at school for 190 days and at home for 175 days.

Please be aware that Headteachers cannot grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher is also required to determine the number of school days a child can be away from school if leave is granted.

Please complete and submit this form if you want the Headteacher to consider your request for your child's leave of absence for exceptional circumstances. We may ask for proof to validate your request.

Unauthorised absence of 10 session or more in a rolling 10 school weeks will result in the following action being taken:

1. If you have not incurred a penalty notice relating to this child/children since 19 August 2024, then the penalty notice will be charged at the rate of £160.00, per parent/carer per child, if paid within 28 days. This will be reduced to £80.00 if paid within 21 days of receipt of the notice. Failure to pay the Penalty Notice will result in Suffolk County Council considering legal proceedings against you in the Magistrates Court.
2. If you have incurred a penalty notice relating to this child/children since 19 August 2024, the rolling 3 year period will be activated from the date of the first penalty notice and the second penalty notice will be charged at the flat rate of £160.00, per parent/carer per child, if paid within 28 days. There will be no reduction for payment within 21 days. Failure to pay the Penalty Notice will result in Suffolk County Council considering legal proceedings against you in the Magistrates Court.
3. If you have incurred 2 penalty notices relating to this child/children in the rolling 3 year period since the first penalty notice was issued, then you will NOT receive a third penalty notice – Suffolk County Council will have no option but to consider a prosecution, per parent/carer per child, in the Magistrates Court under s 444 Education Act 1996.

For further information, please refer to our School Attendance Policy

Please complete all details below and attach a letter explaining the reason for this absence and why it cannot be taken during school holidays.

Name of child	Year group	Date of first day of absence	Date of last day of absence	Total number of days absent

This request has also been made for the following siblings at another school:

Name of child	School

Signed: _____ (parent/carer) Date: _____

WHY ATTENDANCE MATTERS

- **Even a 90% attendance rate means a pupil is missing one half day of lessons every week.**

- **A pupil with an 80% attendance rate over six years misses one complete year of school. This would mean that the pupil has missed forty days of education in a school year; just over one day per week.**

- **If a pupil's attendance remains at 80% from Year 1 to Year 11 they will miss more than two full years of education.**

Attendance	Chance of getting five 9 to 4 grades at GCSE
95%	Very Good
93%	Good
92%	Fair
90%	<50%
88%	<35%
<88%	<30%

For office use only

Thank you for completing the request for exceptional absence.

To be completed by the Headteacher		
Current attendance is		%
Last year was		%
Approved		The absence will be recorded as authorised.
Not approved		The absence will be recorded as unauthorised.
Signed		Date