



Hanwell Fields Community School

The best in everyone™

Part of United Learning

APPLICATION FOR ABSENCE DURING TERM TIME

At Hanwell Fields Community School, we do not expect parents to take their children out of school for holidays during term time unless there are exceptional circumstances. Pupils attend school for a maximum of 190 days each academic year (this leaves 175 non-school days for holidays to be taken).

Full attendance is vital for your child's educational progress. We expect all parents/guardians to ensure that their child attends school whenever possible.

The law states that you *do not have the right to take your child out of school for holidays during term time.* If you wish to take your child on holiday during term time, you must apply for permission in writing using the attached form. This must be completed and returned to the school office within a reasonable amount of time.

If a holiday request is refused, but the child is still taken on holiday, the absence will be recorded as unauthorised. If an unauthorised absence leads to the attendance of your child to drop below 90% you will be invited in for an Attendance Contract Meeting to discuss your child's attendance. Following this, the matter may be referred to the Attendance & Engagement Service who will issue a Penalty Notice Warning Letter.

If a second holiday is taken within the next 12 months, this will be reported to the Attendance & Engagement Service who will issue a Penalty Notice Fine without further warning.

If a Penalty Notice Fine is issued, it carries a fine of £60 for each child, per parent (i.e. 3 children x£60 = £180 for each parent, so the total amount for a family with two parents and three children would be £360).

Requests for absence for holidays during term time will only be considered if there are exceptional circumstances and supporting evidence may then need to be provided. Students are also expected to have attendance at least 95% before any leave will be considered.

If you have any questions or queries about requesting an absence in term time, please do not hesitate to contact Emily Thompson or Alison Gordon who will be happy to help.

Headteacher: Mrs H Paget-Wall Collins

Hanwell Fields Community School

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Specialist Schools
and Academies Trust
EXCELLENCE AND DIVERSITY

APPLICATION FORM FOR CHILD'S LEAVE OF ABSENCE DURING TERM TIME

Child/Children's name(s) and Year Group(s):	
Home Address:	
Postcode:	
Contact Number:	
I wish to apply for my child to be absent from school during the following dates:	
Date of first day of absence:	
Date of return to school:	
Reason of absence from school (<i>please outline: what absence is for; the destination you are travelling to; and why you feel there are exceptional circumstances</i>):	
I wish to make an application for my child/children named above to have an absence from school for the reasons stated. I understand that if this is not agreed, then any absences will be treated as unauthorised and may lead to the issue of a Penalty Notice Fine. (Please see overleaf for details)	
Name of parent/carer making application:	
Signed:	
Date:	

To be completed by SLT			
Date application received:			
Current Attendance:		Unauthorised absence in the last 12 months?	Yes / No
Attendance Commentary (e.g. previous holidays, punctuality):			
Decision & reasoning:			
Signed:			
Parents Informed & Date:			