

West Row

Community Primary School and Pre-School

Beeches Road West Row Bury St Edmunds Suffolk IP28 8NY

Telephone: 01 638 715680

Pre-School: 01 638 428082

E-mail: office@westrow.suffolk.sch.uk

Web-site: www.westrow.suffolk.sch.uk

Headteacher: Mrs Karys Matthams

Chair of Governors: [Mr David Greenwood](#)



Absence Request Form

Taking your child out of school during term time may harm your child's academic progress.

Please read the Local Authority leaflet overleaf, which explains Penalty Notices issued for unauthorised absence during term time.

Name of Child(ren)	
Date of Birth	
Class	
Date of First day of Absence	
Date of Return	
Number of Days requested	

Reason for absence to be taken during term time:

Signature of Parent/Carer: _____

Print Name: _____

Date: _____

For school use:

Attendance%:

Total sessions pupil absent this academic year:

Total unauthorised absence this year:

Request authorised: Yes/No

West Row

Community Primary School and Pre-School

Beeches Road West Row Bury St Edmunds Suffolk IP28 8NY

Telephone: 01 638 715680

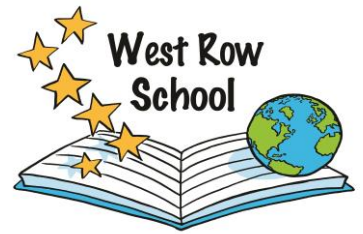
Pre-School: 01 638 428082

E-mail: office@westrow.suffolk.sch.uk

Web-site: www.westrow.suffolk.sch.uk

Headteacher: Mrs Karys Matthams

Chair of Governors: [Mr David Greenwood](#)



Absence Request Form

Head teachers have been given the following directive by the Suffolk Director for Children & Young People, regarding requests for absence during term time:



Schools will consider every application for leave of absence individually; its policy is NOT to grant leave of absence other than in the most exceptional circumstances. Time off school for families **is not a right**. An application must be made, with appropriate evidence, **three weeks in advance** of the intended leave of absence.

Schools will consider authorising a leave of absence for:

- when a family needs to spend time together to support each other during or after a crisis, eg bereavement
- service personnel taking compassionate leave before or after deployment

Requests for an absence for the following reasons will not be authorised:

- cheaper cost of holiday
- poor weather experienced in school holiday periods
- overlap with beginning or end of term

Schools will NOT authorise a leave of absence during periods of national tests, ie SATS and GCSE examinations

The Education Attendance Service, on behalf of Suffolk County Council, will be issuing fixed penalty notices in the following situations where unauthorised absence occurs:

- where a pupil has taken an absence during term-time for 4 or more days and the absence is not authorised by the school;
- where a pupil has missed at least 8 sessions (4 school days) due to unauthorised absence in a School Academic Year.

The penalty is payable to the Local Authority (details for payment will be contained in the Notice).
The amount of the penalty is-

- **£60** if paid within **21 days**, increasing to **£120** if paid between 21 and 28 days.
- If you do not pay the penalty in full within **28 days** of issue, the Local Authority is required to start legal proceedings against you in the local Magistrate's Court for the original offence of failing to ensure your child attends school regularly. This may lead to a fine of up to £1,000.

