Pelsall Village School

Every Child, Every Chance, Every Day

Established 1916

Head Teacher: Mr Glyn Bagley (B.Ed Hons)

Address: Old Town Lane, Pelsall, Walsall, WS3 4NJ

Contact: 01922 682073 postbox@pelsallvillage.co.uk

GB/SW/Attendance/Request for Absence

I wish to apply for leave of absence for my child:

Name of Child …… Class: ……..

Reason for Absence ……

First Day of Absence ……

Date of Return to School ……

Signed (Parent/Guardian) ……

Date: ……

Please Note:

Our advice is that any break in a pupil's education is detrimental to their performance and achievement.

The law states that parents do not have an automatic right to take their children out of school for holidays during term time. The Department of Education makes it clear that head teachers should not grant any leave of absence during term time for any purpose unless there are exceptional circumstances.

If school denies a request for term time leave, yet the child is taken out of school regardless, this will be regarded as an "unauthorised absence" and will be recorded as such in the school register. Governors have agreed that ALL requests for absence will be referred to the Education Welfare Service who may then issue a Fixed Penalty Notice. From August 2024, the fine for school absences across the country will be £80 if paid within 21 days, or £160 if paid within 28 days.

In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160. Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered. If you're prosecuted and attend court because your child hasn't been attending school, you could get a fine of up to £2,500

Child …….. Class ……

Absence authorised Yes/No

Referral to Education Welfare Service Yes/No

Attendance to date ……%

Signed: …….. Head Teacher Date ……..