



Seahaven Academy

The best in everyone™

Part of United Learning

Dear Parent/Carer

Request for Withdrawal from Learning Term-Time Notice to Parents/Carers

The Department for education has amended the regulations and guidance in relation to absences in term-time. There is no automatic right to take your child out of school during term time.

From 1st September 2013, the Department of Education will only allow a headteacher to grant a leave of absence if there are ***exceptional circumstances***. In determining whether or not an absence in such circumstances can be authorised, it is for the headteacher to determine the number of days a child can be away from school if the leave is granted.

If you consider that your request falls into this category you will need to complete the form on the reverse of this notification. A response will be sent to you as soon as possible. If the absence requested is not considered to be an exceptional circumstance, and you nevertheless take your child out of school, the absence will be recorded as unauthorised in line with County Council guidance.

Therefore, in the case of an authorised absence the Education Support Behaviour and Attendance Service will be notified, and a Penalty Notice may be issued. Please note that Penalty Notices are issued to each parent for each child taken out of school. A Penalty Notice is a fine of £60 which increases to £130 if not paid within the first 21 days. If the Penalty Notice remains unpaid this will result in further legal intervention.

All requests for withdrawal from learning during term-time must be completed on the attached form, letters will not be accepted. This should be returned to the school a minimum of 14 days before the start of the proposed absence.

Any absence from school; will disrupt your child's learning., You may consider some absences to be education, but your child will still miss out on the teaching that their classmates will receive. Children returning from an absence are unprepared for the lessons which build on the teaching they have missed. Teachers then have to give more time to help individual children catch up on missed work. This poses a potential risk of the under achievement of other students in the class. This is something we all have a responsibility to avoid.

I hope you will support our efforts to raise attendance and attainment at our school.

Yours sincerely

Mrs Shevlyn Byroo
Principal



Principal: Mrs Shevlyn Byroo

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Seahaven Academy
Haven Way
Newhaven
BN9 9TD

t 01273 517601

f 01273 611182

e office@seahavenacademy.org.uk

www.seahavenacademy.org.uk

Application for Withdrawal from Learning During Term Time

If, after reading the letter on the reverse, you consider you have exceptional circumstances to request a withdrawal from learning during term time, please complete this form and return to the school at least 14 days before the date you wish to remove your child from school.

Student Name Tutor Group

Home address

.....

First day of absence Date of return to school

Total number of days missed

Exceptional circumstances are as follows:

I understand that if the request is unauthorised the Education Support Behaviour and Attendance Service will be notified of the absence taken and a Penalty Notice may be issued. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £60 which increases to £120 if not paid within the first 21 days. I understand that if I do not pay this will result in legal action.

Name of Parent/Carer making application

Signed Dated

(Please ensure you are giving at least 14 days' notice of the proposed absence)

Student Name Tutor Group

Authorised: Your request has been authorised for the following dates:

___ / ___ / ___ to ___ / ___ / ___

Unauthorised: Your request has been unauthorised for the following dates:

___ / ___ / ___ to ___ / ___ / ___

It is not considered that the circumstances you describe are exceptional. If you proceed to take the absence a Penalty Notice/s may be issued.

Signed (Headteacher) Date ___ / ___ / ___

Request for withdrawal from learning during term-time

Education Support, Behaviour &
Attendance Service
East Sussex County Council
St Mark's House, 2nd Floor
14 Upperton Road
Eastbourne BN21 1EP
Phone: 01273 481967
Fax: 01323 747409

Email:
legal.interventions@eastsussex.gov.uk

Information for Families:
0345 60 80 192

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What are my rights?

From 1st September 2013 new guidance issued by the Department for Education (DfE) will apply to **all** requested absences in term-time. An absence during term-time, including family holidays, is not a right.

Any absence from school disrupts a child's learning. In addition, children returning from a term-time absence generally require additional time from teachers to catch up on the teaching they have missed. This can have an impact on the education of other pupils in their class.

Therefore, the DfE only allows a Head teacher the discretion to authorise an absence if they believe that there are **exceptional circumstances**.

What are exceptional circumstances?

These have not been specifically defined by the DfE; it is therefore each individual head teacher's discretion that will determine this.

Only a Head teacher can make that decision based on the information provided to them by you. The decision cannot be made or changed by the Local Authority.

What circumstances are not exceptional?

These include:-

- a) the availability of cheap holidays;
- b) an absence or holiday paid for, or booked, by someone else
- c) an overlap with beginning/end of term.
- d) a mix-up in term dates

(this list is not exhaustive)

How do I request an absence?

The school will provide you with an absence request form which you should complete and return at least 14 days before the proposed absence.

The Head teacher will then make the decision whether the absence is considered to be an exceptional circumstance. If it is considered not to be an exceptional circumstance it will be unauthorised.

That decision will be relayed to you by the school.

If the absence *has* been authorised, because of exceptional circumstances, you must ensure you return on the date you have specified. The absence will then be recorded as an authorised absence and coded accordingly.

What if my request is not authorised?

If you feel you have *exceptional* circumstances, have you ensured that the school are fully aware of these?

Have you supplied all information and any supporting documentation?

If an absence has been unauthorised by the Head teacher, the Local Authority cannot override their decision.

Therefore, if you have any queries in relation to why your absence was unauthorised you must refer these to the Head teacher, not the issuing authority.

What if the unauthorised absence is taken?

The school may request the local authority to issue a Penalty Notice. This is a fine of £120 per parent for each child – the fine is reduced to £60 if paid within 21 days. If the fine is unpaid court action can follow.

Legislation

This leaflet reflects the guidelines for the issue of Penalty Notices as set out in the DfE guidance on Parental responsibility measures for school attendance and behaviour 2013 summarising the Anti-social Behaviour Act 2003 and subsequent amendments.