



# Sir Roger Manwood's School

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## Absence Request Form

Before completing this form, please see the detailed notes overleaf outlining the criteria that will be applied when deciding if an absence will be authorized. This form should be emailed to the Attendance Officer at least a week in advance of the request. Any absence taken for an event for which permission was not sought first will be deemed an unauthorised absence.

**Student's Name** (PLEASE PRINT): ..... **Tutor Group:** .....

**I am requesting leave of absence from (day & date)**..... **to**.....

**Total number of school days to be missed** .....(days)

**Reason for request (please attach any further evidence to this sheet):**

.....  
.....  
.....

**Signature of parent/carer**..... **Date** .....

| For school use                       |                          |
|--------------------------------------|--------------------------|
| Current attendance %:                | Comments by Head of Year |
| Current no of unauthorised absences: |                          |

.....

### School reply slip

**Student's Name** (PLEASE PRINT): ..... **Tutor Group:** .....

**Requested leave of absence dates** ..... **to**.....

Your request for leave of absence has been agreed by the School. It is your child's responsibility to catch up on any work missed during this absence.

The school cannot agree to your request for leave of absence as it feels it cannot be justified under government directives as an exceptional case. We regret that if your child is absent for this period then it will be recorded as an unauthorised absence and **a Penalty Notice maybe issued.**

**Comments by Headteacher:**

Parents need to be aware that the government has changed the regulations that schools must abide by so that where absence is taken during term time without the school's authorisation parents may be issued with an Education Penalty Notice, which carries with it a fine of £160 per parent per child, which must be paid within 28 days of receipt of the Notice, reduced to £80 if paid within 21 days.

**Signed (Headteacher)** ..... **Date** .....

## LEAVE OF ABSENCE REQUEST

### OVERVIEW

Pupils of school age must, by law, attend school regularly. If a child is to be away from school parents are required, in advance, to ask the school to approve the absence.

Absence requests will usually be authorised for:

- Music/dance exams
- Driving tests (but not driving lessons)
- Orthodontist and hospital appointments
- Emergency dental and medical appointments
- Exceptional opportunities e.g. to represent the district/county/country at sport; to attend a career related course or work experience that cannot be organised for during holiday time

If leave of absence is not agreed by the school, and the absence is still taken then the absence will be recorded as an unauthorised absence.

In cases of unauthorised absence, parents should be aware that a Penalty Notice may be issued.

Circumstances where a **Penalty Notice** may be issued include:

- Overt truancy
- Parentally condoned absences
- Unauthorised leave for the purpose of a family holiday in term time
- Delayed return from leave of absence without prior school agreement
- Persistent late arrival at school
- When an excluded child is found in a public place during school hours during the first five days of exclusion.

**There is no statutory right of appeal against the decision to issue a Penalty Notice and the sole authority to authorise absence lies with the Headteacher and their decision is final.**

**An Education Penalty Notice, which carries with it a fine of £160 per parent per child, which must be paid within 28 days of receipt of the Notice, reduced to £80 if paid within 21 days.**