



St Ursula's E-ACT Academy

Brecon Road,
Westbury-on-Trym,
Bristol BS9 4DT
0117 962 2616
office@stursulase-actacademy.org.uk



'Learning together to become the best we can be, in an inspiring and happy community'

ABSENCE REQUEST

The law does not grant parents/carers the automatic right to take their child out of school during term time. Requests may be authorised at the discretion of the Headteacher and only under exceptional circumstances. Consideration will be given to personal circumstances and background context for all absence requests. Requests should be made directly to the school office at least 10 days in advance of the planned absence. Although requests may be unauthorised it is better we know your child is safe as opposed to missing.

Under section 444 of the Education Act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school his/her parent(s) are guilty of an offence.

Please note penalty notices are issued as an alternative to prosecution, and may not be issued if prosecution is considered to be a more appropriate response to your child's irregular attendance. The penalty is £60 if paid within 21 days, rising to £120 if paid within 28 days. Prosecution could lead to fines up to £2500 and/or 3 months imprisonment. Please also note that if you have more than one child, each child's irregular attendance is dealt with as a separate matter, and penalty notices/prosecution proceedings are issued to each parent with responsibility.

Pupil Name(s):

Parent/Carer Name(s):

ABSENCE DATES	
First Date of Absence:	
Last Date of Absence:	
Total School Days Absent:	
ABSENCE REASON	
<i>Please provide the reason for the absence request:</i>	
CONTACT DETAILS	
Address:	Emergency Contact 1: Mobile Number:
	Emergency Contact 2: Mobile Number:
Signature:	Date:



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