Walter Halls Primary and Early Years School

Please submit your completed form to [admin@walterhalls.nottingham.sch.uk](mailto:admin@walterhalls.nottingham.sch.uk)

**Any child taking an UNAUTHORISED absence in term time may be issued with a £60 Penalty Notice payable within 21 days (or £120.00 within 28 days) per child per parent.**

|  |  |  |  |
| --- | --- | --- | --- |
| **CHILD’S NAME** |  | **CLASS** |  |
| **CHILD’S NAME** |  | **CLASS** |  |
| **CHILD’S NAME** |  | **CLASS** |  |

I would like to request exceptional circumstances for the following absence from school (show dates as DD/MM/YY):

Due to the change in Government legislation that came into effect on the 1st September 2013, I am no longer able to authorise absences including holiday in term time unless they are in exceptional circumstances.

If an absence is not authorised you could be at risk of receiving a Penalty Notice.

A Penalty Notice is a fixed fine issued by Nottingham City Council at the schools request. From the 1st September 2013 the fine will be £60 if paid within 21 days or £120 if paid within 28 days. A Penalty Notice can be issued to each parent for each child. Failure to pay the Penalty Notice could result in prosecution through the courts.

**Please give a full explanation of why this absence should be approved including why you consider the need to be an exceptional circumstance.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1st DATE OF ABSENCE** |  | **LAST DATE OF ABSENCE** |  | **TOTAL N° OF DAYS ABSENT FROM SCHOOL** |  |

I am aware that I may be contacted by the Local Education Authority Welfare Officer if my child/children’s absence is considered excessive.

|  |  |  |  |
| --- | --- | --- | --- |
| **Completed by (Parent/Guardian**) |  | **Date:** |  |

**FOR OFFICE USE**

How much schooling will your child miss ?

98% = 4 days 95% = 10 days 90% = 19 days 80% = 38 days

Signed: Date:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| NAME OF CHILD | N° of Sessions absent in last 12 months | % Attendance (rounded to nearest whole %) | Authorised  Yes / No | Head Teachers Comment |
|  |  |  |  |  |
|  |  |  |  |
|  |  |  |  |