



# HIGHCLIFFE PRIMARY

Lionheart Educational Trust

Highcliffe Primary School  
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Deputy CEO Jennifer Piper-Gale MA MSc  
Executive Principal Chelsea Williams  
Head of School Simone Stewart

## NOTICE OF ABSENCE DURING TERM TIME

CHILD'S NAME:

CHILD'S CLASS:

DATES OF ABSENCE: (FROM / TO)

TOTAL NUMBER OF SCHOOL DAYS THAT WILL BE MISSED

ABSENCE DETAILS:

I have read and understand the Legal Guidance Sheet attached to this form.

PARENTS NAME:

SIGNATURE:

DATE:

CONTACT TEL NO:

EMAIL ADDRESS:

Please note:

- That leave of absence cannot be granted by schools unless there are "exceptional circumstances" and that penalty notices may be issued to parents who have committed an offence
- Any leave taken without approval will be recorded as 'Unauthorised Absence'
- Please read the Legal Guidance information printed overleaf

For Office Use:

Date Form Submitted:

Previous Absence Y / N

Attendance %

SIMs updated Y / N

Authorised Y / N

Diary updated Y / N

Signed:





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## NOTICE OF ABSENCE DURING TERM TIME

### LEGAL REGULATIONS

The Education (Pupil Registration) (England) Regulations 2006

2006 No. 1751

The Education (Pupil Registration) (England) (Amendment) Regulations 2013

2013 No.756 and

The Education (Penalty Notices) (England) (Amendment) regulations 2013

2013 No. 757

### **Brief outline –**

- The regulations require all schools to keep admission and attendance registers.
- They specify the grounds upon which a pupil's name must be deleted from the admission register.
- They prescribe when leave of absence from school may be granted.
- They make provision for the inspection of registers.
- They regulate about the storage of registers in line with developments in inform.
- They require schools to share information about pupil attendance with their LA.

### **Purpose of amendment –**

In addition to the above

- They decrease the period of time parents have to pay a penalty notice.
- They clarify that leave of absence shall not be granted by schools unless there are 'exceptional circumstances' and make minor changes to bring the regulations in line with School Admissions code 2012
- The amendments are designed to improve existing processes to help schools and local authorities address poor attendance.
- They make it clear that OFSTED will monitor and challenge poor attendance statistics as part of their regular inspections of all schools.

**The 2013 amendments to the Regulations state clearly that 'leave of absence shall not be granted by schools unless there are "exceptional circumstances".'**

**These amendments mean that the Headteacher will not grant leave of absence for holidays unless the parent/guardian is able to prove "exceptional circumstances" as that would be a breach of the:**

### Education (Pupil Registration) (England) (Amendment) Regulations 2013

