

WEST SUSSEX LOCAL EDUCATION AUTHORITY

THE HOLY TRINITY CHURCH OF ENGLAND SECONDARY SCHOOL - REQUEST FOR WITHDRAWAL FROM LEARNING

IMPORTANT

Please read carefully all information provided in this document, regarding application for withdrawal from Learning during term time, Fixed Penalty Notices and the Crawley Schools Leave of Absence Policy.

Holy Trinity firmly believe that students need to be in school learning for every day of the school year because of the huge impact absence has on students' learning. There is no legal entitlement to holidays during term time, and this should be avoided if possible. Any holiday or period of absence in term time will automatically be classed as unauthorised absence that has not been authorised by the Head Teacher for all students including those in the Sixth Form.

Applications for all absence in term time

- MUST BE SOUGHT IN ADVANCE and a minimum of 10 school days' notice is required
- A separate form must be completed for each child
- This must come from the parent with whom the child normally resides with

Information and Guidance on Referral to Pupil Entitlement: Investigation for Unauthorised Leave of Absence. Yrs 7-11 only

I would like to draw your attention to the Crawley Schools Attendance and Punctuality Policy, which refers to the referral to Pupil Entitlement: Investigation for further legal action:

- Should you remove your child/ren from school during term time after this request has not been authorised, and 10 or more unauthorised absences (5 or more days) are accrued, each parent could be referred to the Local Authority for consideration of legal intervention which could lead to the use of a Fixed Penalty Notice for each child and/or Court Action for each child upon their return to school
- If you withdraw your child/ren from school during term time without authorisation being requested in advance, and the absence is for 5 school days or more, a referral will be made to the Local Authority for consideration of legal intervention which could lead to the use of a Fixed Penalty Notice for each child and/or Court Action.
- **Please Note: If the school refers for an unauthorised absence that is longer than 15 consecutive school days, The Local Authority may consider a Fixed Penalty Notice is not appropriate and in these instances the matter may be brought directly before the courts for prosecution.**
- If you notify the school that your child is ill prior or after a period of absence of either authorised or unauthorised absence, you will need to provide medical documentation, or the absence will be unauthorised. If the total number of days is 5 or more, then a referral could be made to Pupil Entitlement: Investigation for consideration of Legal Intervention.

Reasons for seeking Withdrawal from Learning during school time

Name of student..... T/G:

Dates from toinclusive. Total number of school days required:

Reasons for seeking absence during school time:

Signed: Relationship to Student: Date:

Print full name & surname:

Address: Postcode:

Tel/Mobile no: Email:

Please return this form to G113 Attendance and First Aid Room

Office Use only

Approved/Not approved by Year Leader:

Reply sent on: by Letter/Email/Phone.

Entered on SIMS: Code(s):

FPN to be referred to WSCC PEI on return: YES/NOT APPLICABLE

Crawley Schools Leave of Absence Policy

Parents must state why they consider it essential for them to take their child out of school as absence from learning has been proven adversely to affect children's academic progress. Schools cannot authorise absence except in unavoidable and exceptional circumstances.

Genuine illness will be authorised, although the school reserves the right to ask for confirmation from a medical professional if a child's absences are above the amount expected for a usually healthy child. Unacceptable reasons for absence will be classed as unauthorised. Regardless of whether the absence is authorised or unauthorised, if after ten days the student fails to return and no contact can be made with the parents/carers, the school will make a referral to the Local Authority, which will make reasonable enquiries and consult with the Child Missing Education Team (CME). If the school can contact the parents/carers, it will warn them, if possible, in writing, that it will consider taking the student off roll if they do not return by an agreed date. If the student does not return within 20 days and no reasonable explanation is given, the school will consult with CME and, in line with DfE guidance, consider taking the student off roll. If your child is taken off roll, parents/carers would need to reapply for a place through West Sussex County Council Admissions (North) on their return. A place cannot be guaranteed at the current school.

There is no legal entitlement to holidays during term time, and this should be avoided if possible. It will automatically be classed as unauthorised absence. Parents/carers should be aware that Crawley Schools will follow the WSCC guidelines on the use of Legal Action including the use of Fixed Penalty Notices (FPNs) for unauthorised absence from school. Referrals could be made to the Local Authority if a child accrues 10 or more unauthorised absences in a 10-week period (each half day counts as one absence),

- By non-attendance at school
- By arriving persistently late at school (after registration has closed)
- By parents/carers taking their child on an unauthorised holiday during the school term. Please see below.

A FPN is an alternative to prosecution and gives parents/carers an opportunity to discharge their criminal liability by paying a fine of £160, which must be paid within 28 days. If paid within 21 days, the fine is reduced to £80. After 28 days, The Local Authority will consider prosecuting for the original non-attendance, not for the non-payment of the FPN.

Please note that on return to school, if the school refers for an unauthorised absence that is longer than 15 consecutive school days, The Local Authority may consider a Fixed Penalty Notice is not appropriate and in these instances the matter may be brought directly before the courts for prosecution. Further information on legal action can be found on [GOV.UK](https://www.gov.uk) or on the West Sussex County Council Website under the section Education, Children and Families, Schools and Colleges, School Attendance and Behaviour, School Absences.

The Facts

We recognise that it is often expensive to take a holiday during school breaks and that is why some parents request term time leave for their child. However, it is important that parents carefully consider the implications of taking their child out of school.

- A student who is authorised to take 10 days' holiday during one whole academic year can only attain a maximum attendance of **95%**.
- Research suggests that students who are taken out of school may never catch up on the work they have missed. This may affect levels of attainment, test and exam results
- Students who struggle with English or Mathematics may also find it harder to cope on their return
- Some students may find it difficult to renew friendships with classmates

The following are examples of absence that **will not be authorised** and will be recorded as unauthorised absence which may lead to the issue of a Fixed Penalty Notice: - Family holiday

For any type of shopping

Looking after siblings or unwell parents

Minding the house

Birthdays or special treats

Resting after a late night

Relatives visiting or visiting relatives

Closure of sibling's school for INSET or other purposes

If you are in doubt, please seek advice from Ms L Bettinson, Attendance Manager 01293 423690 Ext. 0339

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