

Seaburn Dene

Primary School

HEADTEACHER : MR J K HOWE

TORVER CRES.
SEABURN DENE
SUNDERLAND
TYNE AND WEAR
SR6 8LG

TEL (0191) 5634100
admin@seaburndeneprimary.co.uk
<http://www.seaburndeneprimary.co.uk>

Name of Child Class:

First school day of absence: (day)(month)(year)

Last school day of absence: (day) (month) (year)

Number of days requested:

Reason for absence from education.....

Name:

Relationship to child:

Signed: Date:

Please note:

- Holiday during term time cannot be authorised due to new DFE legislation. Should you take your child on holiday it will be recorded as an **unauthorised absence**.
- **The current legislations state that leave of absence may only be granted in special circumstances. Please note, holidays cannot be considered special circumstances.**
- If your child is absent without permission you are likely to be visited by the Attendance Officer (Regulation 12 of the Education Regulations 1991).
- If attendance drops below the government target of 96% it will trigger attendance procedures.
- If your child is absent from school for 10 days (or 20 half days) over a ten week period, and the absence is unauthorised, the Local Authority can impose a fixed penalty fine of £60 per parent, per child. This penalty may rise to £120 and ultimately a Court Summons if the Penalty remains unpaid.

For office use:

Attendance percentage so far this academic year: **School attendance target – 96%**

The request for leave of absence has not been granted

The request for leave of absence has been granted

Number of days that have been granted:

Signed:(Head Teacher) Date:

