

NOTIFICATION OF STUDENT ABSENCE

New government guidelines, which came into effect on 1st September 2013, prevent schools from granting any leave of absence during term time, unless there are exceptional circumstances. Only the school can decide if the reason for absence constitutes as exceptional.

Penalty Notices will be issued if holiday absence plus any other unauthorised absence amounts to 10 Sessions or more in a school year (Each school day contains 2 sessions - AM & PM).

If a Penalty Notice is issued by Dorset County Council, a £120 fine per parent must be paid within 28 days. If you pay within 21 days the fine is reduced to £60 per parent per child. Failure to pay the Penalty Notice will result in the matter being referred to court. Please Note; Dorset County Council are unable to arrange repayment plans as in previous years so all Penalty Notices must be paid in full to avoid further legal action being taken.

Name of student		Tutor Group	
Name of parent(s)			
Dates of requested absence	From	To	
Reason for absence request Please note, absence from school can only be authorised in 'exceptional circumstances'.			

Signed..... (Parent/Carer) **Date:**

For Office Use Only	
<input type="checkbox"/> Authorised as exceptional absence	<input type="checkbox"/> Unauthorised
Signed:	Date:
<i>Copy to Parent and Attendance. Original to be held on file at school</i>	

Please return this form to MLawson@purbeck.dorset.sch.uk