

REQUEST for LEAVE OF ABSENCE from THE WARRINER SCHOOL

To: The Headteacher

I request leave of absence be granted to:

_____ (name) _____ (tutor group)

From _____ to _____ (dates)

Please give the reason for requesting exceptional leave, during term time:

Name of parent/guardian _____ Title: _____

Date: _____

Signature: _____

On the reverse, please find the letter dated 4th October from our school website.

FOR SCHOOL USE ONLY

Leave –GRANTED/REFUSED _____ (Head of Year)

*Reply sent: _____

The Warriner School

Responsible - Respectful – Ready

A member of The Warriner Multi
Academy Trust

Executive Headteacher: Dr Annabel Kay



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Ref: RLO/JBA

4th October 2021

Dear Parents, Guardians and Carers

PENALTY NOTICES FOR TERM-TIME HOLIDAYS

The Warriner School is committed to ensuring that your child receives the best possible education to best prepare them for the next stage of their life. Each school day is carefully planned, and each lesson informs a wider programme of learning. Therefore, every lesson really does count. Your child is a valued member of our school community and every day missed is a day lost without them.

The vast majority of our students have excellent levels of attendance and I thank you for your continued support.

Oxfordshire County Council have revised the method of issuing fixed penalty notices for those Parents/Guardians/Carers with students given unauthorised absences.

I am therefore writing to you to ensure that you and all parents are aware of action that may be taken for Unauthorised Holiday during term time during the academic year when a request for leave due to exceptional circumstances is declined.

It is the policy of this school not to authorise absence for holidays during term-time. While advance permission can be given in exceptional circumstances, this is rare and can only be granted by me in the capacity as Head Teacher. Any such request should be addressed to me in writing before the holiday is taken and you should not assume that permission will be granted.

If a term-time holiday is taken without permission, the absence will be recorded as unauthorised and a referral may be made to the County Attendance Team. This may result in the issue of an Education Penalty Notice under section 444A Education Act 1996 in respect of each absent child, to each parent/carer. The current penalty is £60 per parent per child, rising to £120 per parent per child if not paid within 21 days.

Penalty notices are intended as an alternative to prosecution. If the penalty is not paid in full within 28 days, the usual consequence is a Magistrates' Court prosecution for the underlying section 444(1) Education Act 1996 offence of failure to secure regular school attendance. If further instances of unauthorised absence occur despite a penalty notice having previously been issued, or if the child's attendance in a wider matter of concern, the local authority may consider prosecution in any event.

I would ask that all Parents/Guardians/Carers consider any request for leave very carefully and work with us to promote full attendance and access to education.

Please receive this letter as a positive approach, which seeks to avoid the necessity for this action.

Yours sincerely

Mrs S Nicholls
Head of School

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