



AVONBOURNE COLLEGE

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Dear Parent

ABSENCE REQUEST IN TERM TIME – LEGISLATION

Please read through our information and guideline/legislation before completing the application form overleaf. Guidelines are obtained directly from the Department for Education.

Parents do not have an absolute right to remove their children from school during term time. Under legislation, Avonbourne College will refuse permission for you to take your child out of college during term time unless there are 'exceptional circumstances'. Cheaper holidays, birthday treats, better weather, family weddings (unless of parent), sporting events, extended weekend breaks, family get togethers, newspaper holiday promotions are some of the situations not covered under 'exceptional circumstances'. These are just a few of the more common requests but there are many others we will not be able to agree to.

Each request for absence is of course considered individually. If the request is considered to be 'exceptional' we will take the following into account when considering the request. The age of the student, the time of the academic year, the proposed trip and its nature or purpose, the student's ability to catch up on work missed and their educational needs, the overall attendance of the student historically and currently, their current levels of progress and the length of the absence requested.

A student missing 2 weeks of education to go on holiday will miss approximately 55 hours of learning. Some students never manage to catch up, this will have an adverse effect on their academic progress. Attendance and attainment are proven to be directly linked. Statistics prove having an attendance percentage less than 90% can lead to a student dropping a GCSE grade, for example a C grade to a D grade.

We will not agree to holiday during annual, GCSE, internal, modular exams or assessments. Therefore, please check there are none scheduled during the time you are requesting. Please remember that students in Year 10 take exams as well as students in Year 11. Holiday requests will not be authorised for any Year 11 student or for any student whose attendance is less than 97% regardless of circumstance. Please see P N section below. If Avonbourne College does not agree to the request and the student is absent during the request period, the absence will be classed as unauthorized. The Principal may ask the Education Social Worker (ESW) to issue a Penalty Notice which carries a fine.

PENALTY NOTICE (PN): If Avonbourne College refuse the request due to any of the reasons above and the decision is taken by the parent to still take the student away, the Principal may request that the ESW proceeds with a PN under Section 444(1) of the Education Act 1996. This will result in each parent that resides with the student being fined £60, payable in 28 days or £120 within 42 days. Failure to pay would then lead to a criminal prosecution.

Please complete and return to Reception for the attention of the Attendance Officer. Once completed by Avonbourne College your form will be returned through the post to you. Please contact the Attendance Officer or Education Social Worker if you are unclear on any of the above points or would like to discuss it further.

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