



# Steyning Grammar School and Sixth Form College

## Day and Boarding

Shooting Field Campus 01903 814555  
Sixth Form College 01903 810526  
Shooting Field, Steyning, West Sussex, BN44 3RX

Church Street Campus 01903 814786  
SGS Boarding 01903 817601  
Church Street, Steyning, West Sussex, BN44 3LB

Rock Road Campus 01903 744884  
Rock Road, Storrington, West Sussex, RH20 3AA

Headteacher: Nick Wergan | [www.sgs.uk.net](http://www.sgs.uk.net) | Email: [sgs@sgs.uk.net](mailto:sgs@sgs.uk.net) | [@News\\_SGS](https://twitter.com/News_SGS)

### **REQUESTS FOR LEAVE OF ABSENCE FROM SCHOOL**

The law does not grant parents an automatic right to take their child out of school during term time. Any absence from school will disrupt your child's learning. You may consider that a holiday/leave of absence will be educational but your child will still miss out on the learning that other students receive. Children returning from a term time absence are also unprepared for the lessons which build on the learning they have missed.

The Department for Education (DfE) allows a Headteacher the discretion to consider authorising an absence during term time only in 'special circumstances'. The school regards 'special circumstances' as including: family weddings; funerals; specific religious observances; college interviews etc. This is not an exclusive list and each request is considered on its own merit. However, term time holidays are not considered to be 'special circumstances'.

If you consider your request falls into the 'special circumstances' category, please complete the form on the reverse of this notification and return:

- for students in Years 7 and 8 (Church Street) – [hpacker@sgs.uk.net](mailto:hpacker@sgs.uk.net)
- for students in Years 7 and 8 (Rock Road) – [tstratton@sgs.uk.net](mailto:tstratton@sgs.uk.net)
- for students in Years 9, 10 and 11 – [lburelli@sgs.uk.net](mailto:lburelli@sgs.uk.net)
- in hard copy to the relevant school office.

A response will be sent to you as soon as possible. If the absence is not considered to be a special circumstance, and you nevertheless take your child out of school, the absence will be recorded as unauthorised in line with DfE guidance.

**In the case of an unauthorised absence, the Local Authority Pupil Entitlement team may be notified of the absence and a Fixed Penalty Notice may be issued. Please note that such a Penalty is issued to each parent for each child taken out of school. A penalty notice is a fine of £60 which increases to £120 if not paid within the first 21 days. Thereafter, if the penalty remains unpaid this may result in legal action.**

All requests must be completed on the form overleaf, letters will not be accepted. This should be returned to school at least 14 days before the absence is due to commence.

**ABSENCE REQUEST FORM**

If you wish to request a planned absence from school for your child, please complete the information below, in full. Please also refer to the Attendance Procedure and Practice on the school website.

**Student Name:**

**Tutor Group:**

<b>1</b>		
<b>2</b>		
<b>3</b>		

**Home Address:**

**First day of absence:**

**Date of return to school:**

**Total number of school days to be missed:**

**Reason for absence:**

I understand that if the absence request is unauthorised the Pupil Entitlement team may be notified and a Fixed Penalty Notice may be issued. (Please see the school website for further details on Fixed Penalty Notices). I understand that a Fixed Penalty Notice is issued to each parent for each child that is taken out of school and that this is a fine of £60 which increases to £120 if not paid within the first 21 days. I understand that failure to pay this may result in legal action.

**Name of Parent /Carer making application:**

**Signed:**

**Date:**

(Please ensure you are giving at least 14 day's notice of the proposed absence)

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**SCHOOL USE ONLY**

**Student Name(s)**

**Tutor Group(s)**

AUTHORISED: Your request for a leave of absence has been authorised for the following dates:

\_\_/\_\_/\_\_ to \_\_/\_\_/\_\_

UNAUTHORISED: Your request for a leave of absence has not been authorised

**Signed:**

**Date:**