



## ABSENCE REQUEST FORM (Exceptional Circumstances Only)

I wish to apply to have an exceptional absence authorised, for:

Child's name ..... Class .....

Child's name ..... Class .....

Date from ..... date to ..... (inclusive)

Name of Parent(s)/Carer(s):.....

**Please fully explain the exceptional circumstances that you would like the school to consider. This section MUST be completed. Please continue on a separate sheet if needed.**

Signature of Parent(s)/Carer(s).....

Office use only			
Date form received	No. of school days absence requested	Pupil(s) name(s)	% Attendance

✂-----

### **This portion to be returned to parent/carers**

Please note, that even if this absence request is authorised you may still receive letters of concern from the school if your child's attendance drops below a level that the school deems unacceptable.

Pupil(s) name(s).....

Class .....

Dates from ..... to .....

Current attendance ..... as of ...../...../20.....

Absence authorised

Absence unauthorised

Signed..... (Head of School) Date.....

### **NOTES TO PARENTS/CARERS**

The law does not grant parents/carers an automatic right to take their children out of school during term time. If the request is for an absence in term time you must have Parental Responsibility and be the parent/carer with whom the child normally lives. Permission **must** be sought in **advance**. If the circumstances relating to this considered exceptional and the absence is

## EXCEPTIONAL ABSENCE IN TERM-TIME

**IMPORTANT:** Please read carefully the information below.

**WARNING:** If you allow your child to miss school in term time for an avoidable reason without obtaining the prior approval of the school, you may be issued with a Penalty Notice\* per parent per child or made the subject of court proceedings under section 444 Education Act 1996.

As a parent/carer, you can demonstrate your commitment to your child's education by not allowing your child to miss school for anything other than an exceptional and unavoidable reason.

### THE LAW

The law allows schools to consider individual requests to authorise a future avoidable absence. However, before the school can authorise any such requests, they must satisfy themselves that there are exceptional circumstances which justify such a decision. It is entirely the responsibility of the parent submitting the request to provide sufficient information/evidence in order to establish this fact. The request for leave must come from a parent with whom the child normally resides.

If a child, then stays away from school for more than the authorised period this must be recorded as unauthorised absence and could be quoted in a prosecution for poor attendance.

If the child is away from school for a total of four weeks or more, the school may have the option to take the child off roll subject to the Education (Pupil Registration) (England) Regulations 2006.

In the case of unexpected extended absence, it is advisable that the parent fully informs the school as to the reasons. If a child is removed from roll, there is no guarantee that the child will regain a place at the school.

#### Examples of where unavoidable absence from school will be authorised:

- Genuine illness
- Unavoidable medical/dental appointments (but try to make these after school if at all possible)
- Days of religious observance
- Seeing a parent who is on leave from the armed forces
- External examinations
- When traveller children go on the road with their parents

#### Some examples of absence from school that will not be authorised:

- Any type of shopping
- Looking after siblings or unwell parents
- Minding the house
- Birthdays
- Resting after a late night

Please contact the Head of School if you wish to discuss this issue.

**The law requires parents to ensure their children receive an efficient full time education, and every minute of every day is important. Please help them not to miss any of this valuable time.**

\*Penalty Notice £60 if paid within 21 days, increasing to £120 if paid after 21 days and before 28 days