

Request for Absence in Exceptional Circumstances

Every school day counts and any absence from school will result in lost learning and a risk of underachievement.

Parents do not have the right to take children out of school during term time, and so requests will not usually be authorised (the law requires pupil attendance at school, every day the school is open). There are 13 weeks of the year during which the school is closed, when it would be more suitable for time to be taken.

If parents/carers feel that they would like to request an absence, because of an exceptional circumstance, then this form should be completed and returned to the school office as soon as possible. All requests will be considered by the Head Teacher, following guidelines issued by the Department for Education and Local Authority. The school reserves the right to not authorise absences if they are not considered to meet exceptional circumstances; these are defined as circumstances that are **rare, significant, unavoidable** and **short**.

If a pupil is absent without permission the absence will be classed as unauthorised. Absence will also be unauthorised if a child does not return to school on the agreed date. Unauthorised absence could result in the Local Authority issuing a penalty notice for the absence.

Please note:

- The Local Authority can only issue two penalty notices to the same parent in respect to the same child within a 3 year rolling period. The second penalty notice will always be charged at the higher rate.
- 10 unauthorised absences in a 10-school week window will lead to a Notice to Improve from the Local Authority.
- All parents/carers that live at the same address as the absent child can be issued with a penalty notice.

Please complete the information below:

I have read and understood the above information. However, I am requesting a leave of absence from school for:

Child's Name:	Class number:
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From:	To:	Total number of school days:
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Please give details of the special circumstances, which require absence from school during term time in the box, continuing on the next page.

I understand that if the absence request is not authorised and the holiday is taken the Head Teacher may request that the Local Authority issue a Fixed Penalty Notice. I understand that a Penalty is issued to each parent/carer for each child taken out of school and that this is a fine of £80 if paid within 21 days which increases to £160 if paid between 21 and 28 days. I understand that if I do not pay this it may result in legal action.

Name(s) of Parent / Carer (s)

Dr / Mr / Mrs / Miss / Ms

Forename: Surname:

Address:
.....

Signed

Date.....

Name(s) of Parent / Carer (s)

Dr / Mr / Mrs / Miss / Ms

Forename: Surname:

Address:
.....

Signed

Date.....

Please confirm that ALL persons with parental responsibility (PR) are aware of this absence request. This is particularly important if parents do not co-habit, and when there are shared care arrangements in place, including those advised by a court.

Yes: All persons with PR are aware of this absence request

No: All persons with PR are not aware of this absence request. Please give brief details below

Please return to the school office no less than 10 days before the commencement of the leave of absence

For school use:

Authorised *Not Authorised*

Request PN Yes No

Signed _____ (*Head Teacher / Senior Attendance Champion*)