



Absence from School for Exceptional Circumstances Request Form

<i>School Name:</i>				
<i>Pupil Details</i>				
<i>Name</i>	<i>Date of Birth</i>	<i>Class</i>		
<i>Address:</i>				
<i>Contact Numbers:</i>				
<i>Sibling Details of Compulsary School Age (or other children living in the household)</i>				
<i>Name</i>	<i>Date of Birth</i>	<i>School</i>		
<i>Name</i>	<i>Date of Birth</i>	<i>School</i>		
<i>I request permission for my child to be absent from school between</i>				
<i>Date of First Day of School Absence</i>		<i>Date of Return to School</i>		<i>Total of Absent School Days</i>
<p><i>Please detail below the reason for your request for absence from school in term time and include any supporting information. The Head Teacher <u>will not</u> be able to consider your request without your <u>supporting documents</u>. Please read carefully the Absence from School for Exceptional Circumstances Information for Parents attached.</i></p>				
<i>Parent's Declaration</i>				
<p><i>I have read the Absence from School for Exceptional Circumstances Information for Parents and understand I/we may receive a penalty notice if my/our child receives unauthorised school absence as a result of this request. Please note the school day is divided into 2 registration periods, for example if your child is absent for one day, this equals 2 sessions and a five day absence equals 10 sessions.</i></p>				
<i>Signed :</i> <i>(Parent/Carer)</i> <i>Full Name:</i>	<i>Date:</i>			

Please note:

- **We advise that you do not plan for your child to be absent from school without gaining prior agreement from the school first. Head Teachers cannot retrospectively authorise absence from school under any circumstance.**
- **Any disagreement between estranged parents should be resolved prior to submitting this request to your child's school.**



For School Use Only

The School has considered your request for leave of absence and your child's absences will be recorded as follows;-

<i>Number of Authorised Sessions:</i>		<i>Number of Unauthorised Sessions:</i>		<i>Number of Unauthorised Sessions to Date:</i>	
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Signed:

Position:

Date:

Original signed and completed forms to be retained with pupil's records.

Letter to be sent to the parent/carer of the pupil to confirm authorised or unauthorised absence prior to the intended absence period.



Absence from School for Exceptional Circumstances

Information for Parents

You are required under the Education Act (1996) to ensure your child attends school regularly. There is, however, a discretionary power held by Head Teachers to authorise absence in exceptional circumstances. Please note, **this is not an entitlement**.

There is no longer a provision in law for Head Teachers to authorise an absence for the purpose of a term time holiday.

What is absence from school for exceptional circumstances?

In order for consideration to be given, requests for absence must be for exceptional circumstances only.

Exceptional circumstances could include:

1. Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
2. Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
3. The death or terminal illness of a person close to the family.
4. To attend a wedding or funeral of a person close to the family.
5. Where there are exceptional and unforeseen circumstances that fall outside of 1 to 4 above, the Headteacher agrees to consult with the education welfare officer prior to any authorisation being given to the parent.

Please note: Evidence would be required in each case.

If your request is authorised, you are required to ensure your child catches up on any missed school work. This is your responsibility and school are not obliged to provide work for your child to complete. Any unauthorised absence will be recorded on your child's attendance records. This may result in legal proceedings against you, either through a Penalty Notice or Magistrates' Court.

Penalty Notices

Under the Anti Social Behaviour Act (2003) the local authority and schools have statutory powers to tackle poor school attendance and/or unauthorised absences. An unauthorised absence is any absence that the Head Teacher has not given permission for or where an explanation has not been provided by the parent. If your child accrues 10 sessions of unauthorised absence you may be liable for a penalty notice (one days absence equals two sessions and a five day absence is equal to 10 sessions etc.).

Penalty Notices will be used as a deterrent to prevent a pattern of unauthorised absences developing. They will be issued by post direct to the home of a parent after possibly just one warning, or in the case of absences without acceptable cause, warnings may not be given. This includes pupils caught

on truancy sweeps, persistent late arrival after the close of registration **or unauthorised absence that has not been authorised as an absence from school for exceptional circumstances**. In these cases the warning is given on the absence request form and detailed within this information leaflet



*and no written warning will be given. Where parents do not follow school procedures of submitting a request and simply remove their child without seeking prior approval, a warning may not be given. Parents must complete a request for exceptional leave form and submit this to the school, allowing for sufficient time to enable the school to consider the request and inform the parent of the decision. Fines are issued for unauthorised absence of 5 or more days and each school day is divided into 2 registration periods. **For example if your child is absent for one day this equals 2 sessions and a five day absence is equal to 10 sessions.***

If your request is declined and you still take your child out of school each parent within your household may be issued with a £60 penalty notice for each child you have taken out of school. If a penalty notice remains unpaid after 21 days it will increase to £120. If after 28 days it remains unpaid you may be summonsed to appear before Magistrates to explain why your child has unauthorised school absences and you may be liable for a fine of up to £1000.

Support and guidance on attendance is always available and if you have any questions about this, or if you need help to achieve an improvement, please contact your child's school to discuss this.

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