



LEAVE OF ABSENCE REQUEST FORM – (Exceptional Circumstances)

The school expects attendance at school of 100%, unless there are exceptional or unavoidable reasons for absence.

The law does not grant parents /carers an automatic right to take their child out of school during term time. Permission must be sought in advance. Recent government regulations have removed the discretion on head teachers in agreeing term time holiday requests except in exceptional circumstances which are considered on a case to case basis.

You are advised to **NOT** make arrangements until your request has been considered by the school.

If the school refuses your request and the child is still taken out of school, this will be recoded as an unauthorised absence. Unauthorised absence may make you liable for a Penalty Notice which will be enforced by the Local Education Authority. Failure to settle a Penalty Notice may lead to prosecution by the Local Authority.

To the Attendance Officer / Pastoral Leader of St Anne’s C of E Primary School,

I wish to have an absence of days authorised due to exceptional circumstances for ;

(Childs Name) Class

Details of why I feel these are exceptional circumstances are: (Please refer to information on the back of this form. You may continue on a separate sheet if necessary. Please attach any supporting evidence you may wish to show the school)

Do you have other children at another school? (Please share their name and the school they attend)

Name of parent / carer (Print)

Signature of parent / carer

First day of absence Last day of absence

OFFICE USE ONLY

Date form received	No of days requested	Current % attendance	Attendance code	Date entered on to SIMS

Absence Authorised Absence Unauthorised

Signed by Pastoral Leader / Head teacher Date

Absence from school in term time

Parents have a legal duty to ensure that their child receives an education suitable for his/her age, ability and aptitude and any special needs. Receiving a good full-time education will give your child the best possible start in life. Attending school regularly and punctually is essential if children are to make the most of the opportunities available to them.

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 allows schools to consider individual requests to authorise a future avoidable absence. However before 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.

Application must be made in advance, as schools do not have the power to authorise absence retrospectively.

Unavoidable absence from school will be for authorised if it is for the following reasons:

- Unavoidable medical / dental appointments (but try to make these outside of school hours if at all possible)
- Days of religious observance
- Forces personnel on leave from a foreign posting.
- External examinations
- Visiting another school for a valid reason
- Exceptional significant family events or circumstances.

Other examples of absence from school that will **not** be authorised:

- Shopping trip during school hours
- Family day trips
- Birthdays
- Resting after a late night
- Relatives visiting or visiting relatives
- Holidays which have not been agreed
- Cheaper holidays in England and abroad
- A holiday booked in error
- Employer's failure to grant holidays to parents during school holidays.
- Death of a pet
- To care for family members.

WARNING

If you allow your child to miss school in term time for an unavoidable reason without obtaining the prior approval of the school you may be issued with a Penalty Notice, or made the subject of court proceedings under section 444 of the Education Act 1996. Penalty Notices may only be served in accordance with the County Council's code of conduct.

The amount of a penalty notice is £60 per parent per child if paid within 21 days, increasing to £120 per parent per child if paid after 21 days and before 28 days. Should a parent or carer on whom a notice is served fail to pay the fine in full within the specified time he/she will be liable to prosecution in a Magistrates court where on conviction a sentence or a fine of up to £2,500 or up to three months in prison may be imposed.



