



REQUEST FOR AUTHORISATION OF A PUPIL ABSENCE IN EXCEPTIONAL CIRCUMSTANCES
(a separate form is required for each child)

I wish to apply for to be authorised as being absent from school
 from:..... to(inclusive)

Date on which your child will be back in school

The exceptional reason why the absence needs to be taken in term time is:

.....

.....

.....

.....

Signed (Parent/Guardian) Date of Birth
(to be used in the event that legal action becomes necessary)

**This form must be completed and returned to the school no less than
 2 weeks before the planned absence.**

Dear Parent/Guardian

Further to your recent request for leave of absence.

Leave of absence authorised between and
 Please ensure that your child returns to school promptly following their leave of absence as
 failure to do so can result in their removal from the school roll.

Leave of absence refused. Any absence from school between and
 will be marked as unauthorised and referred to the Attendance and
 welfare Support Service who may issue a Penalty Notice of up to £120 to each parent
 (S.444(1) Education Act 1996).

Signed (Head teacher) Date

Pupil's current attendance:

Guidance

The expectation is that term time holidays should not be planned or booked as a matter of course as they are likely to be **unauthorised** and will lead to the issuing of a penalty notice (fine).

Exceptional circumstances

Are defined as:

- Forces Personnel on leave from a foreign posting
- **Significant** family events or circumstances – these will be considered on an individual basis with you

The Headteacher will consider every above request individually but the **following will not meet the criteria:**

- Relatives coming to visit
- Cheaper holidays in England and abroad
- Family day trips
- Visiting family/friends who have different half terms or holidays

Authorised officers have the discretion to issue a penalty notice without warning where the parent has chosen to take the child on leave during term time without authorisation or evidence is subsequently found to suggest a child was away from school with the knowledge of the parent and does not meet the statutory defences mentioned below.

Penalty Notices

Through section 444A and section 444B of the Education Act 1996, it has become possible that certain cases of unauthorised absence can be dealt with by way of a Penalty Notice. Penalty Notices require **each parent** of a child of compulsory school age, whose attendance has been unsatisfactory, to pay a penalty, currently £60.00 if paid within 21 days or £120.00 if paid within 28 days.

If you do not pay the Penalty Notice. In such cases you will be automatically summonsed to appear in Court for an offence under Section 444(1) Education Act 1996 and can result in a criminal conviction recorded against you.

Courts have a wider range of sentencing options, which could include a maximum fine of up to £1000. The

only statutory defences to the offence under Section 444(1) Education Act 1996 are:

- The child was absent for medical reasons
- The LEA failed to provide transport when required to do so
- The absences were due to religious observance
- You had permission of the school or there was an unavoidable cause