

Exceptional Circumstances for Pupil Absence from Education
Please note: taking your child out of school during term time is detrimental to your child's educational progress and is strictly illegal

Your child's full name:	
Year group/class:	
Name of parent/carer making this application:	
Please detail the name, school and year group of any other children you have requested authorisation for:	
Date of application to the other school(s):	
Dates of leave requested: <i>Please include all part-days and full days, e.g. noon 12/3/17 – 14/3/17, returning to school on 15/3/17</i>	
Please outline the exceptional circumstances for your child and/or yourself which have led to this application for absence. Please explain why it is impossible to avoid this absence for your child at this time, including the reasons why there are no alternative suitable times outside of school hours or within any of the school vacations. <i>Continue on a separate page if required</i>	

I/we have read the information on the reverse of this application and would like to formally request the absence as shown. Signature of parent(s) / carer(s): _____ Date: _____
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Exceptional reason accepted Yes / No (Headteacher)

This absence has been authorised / has not been authorised. Signature of Headteacher..... Date Parent/Carer informed..... Headteacher Comments:

Office use only: Is this absence more than 10 sessions ☐ Current Attendance: _____ Prior leave: _____ Authorised / Not Authorised/ Further Information Required Version: 0317
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Absences during Term Time

Leave of absence for exceptional circumstances

[Research](#) commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. At Holy Cross Church of England Primary School our aim is to work with parents to ensure that all our pupils receive the most from their education and reach their full potential.

All parents/carers are reminded that the law that requires them to ensure that their child attends school regularly. The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children's attainment.

There must be a very strong case for why it would be impossible or unfeasible for the pupil to miss an occasion or event, or in the case of holiday, why it is impossible for the parent(s) to take holiday in any of the available school vacations. **Unfortunately, requesting absence for a holiday in term time because the costs are too high in the summer break is not an exceptional circumstance - other vacation periods are available.** In the DfE policy document entitled, 'School Attendance: Guidance for maintained schools, academies, independent schools and local authorities' it states, '*Head teachers should not grant leave of absence unless there are exceptional circumstances. **The application must be made in advance** and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. **A leave of absence is granted entirely at the Headteacher's discretion.***'

Fixed Penalty Notices

If the school does not receive a request for leave, the head teacher will be unable to consider your individual circumstances and the absence will be recorded as unauthorised. There will be no obligation on the head teacher to reconsider authorising the leave if an application has not been made in advance.

The Local Authority operates a system where any pupil will meet the criteria for legal intervention where they have:

- at least 9 sessions (4.5 school days) lost to unauthorised absence by the pupil during the last 6 school weeks

The intervention could be in the form of a fixed penalty notice. Any pupil at Holy Cross Church of England Primary School who meets the criteria, will be referred to the Local Authority for action to be considered.

If a fixed penalty notice is issued the arrangement for the payment will be detailed on the penalty notice. The penalty is £60 if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days of the receipt of the notice. The fixed penalty notice is per parent per child. You should be aware that failure to pay the total amount within the timescale will result in legal action being taken.

Discuss with the school any request for leave of absence prior to making any bookings. Our school's designated person is the Headteacher. It is the parent/carers responsibility to ensure you received confirmation from the school before the trip is taken. Do not assume permission is granted if you have not received written confirmation.

The schools seek to respond to applications within five working days, though this is not always possible. Please remember that we must have sufficient advanced notice to consider applications. All absences taken without prior authorisation cannot be authorised after the event.

Should you not wish to accept the decision, you may appeal to the Trust in writing care of the school office. You should do this within 10 days of receipt of the school's decision