



Headteacher: R Soper BA (Hons) PGCE
Chair of Governors: J Walker

Deputy Headteacher: J Morrish BA (Hons) PGCE
Assistant Headteacher H Chapman BEd (Hons) MA NASENCo Award

St John's CE Primary School

ABSENCE REQUEST FORM (exceptional circumstances only)

Parents do not have the right or entitlement to take their child out of school during term time. If the request is for an absence in term time you must have Parental Responsibility and be the parent/carer with whom the child normally lives.

Recent government guidelines have removed the discretion for headteachers agreeing to term-time leave. Any requests for leave of absence need to be submitted before the leave is taken. You are advised not to 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 recorded as an unauthorised absence. Unauthorised absence may make you liable for a Penalty Notice (fine). If a penalty notice remains unpaid, parents may be the subject of court proceedings for failing to ensure the regular school attendance of their child.

I/We wish to have an absence of days authorised due to exceptional circumstances, for:

Child's Name Date of Birth Class.....

Name of
Parent(s)/Carer(s).....

Address:.....

First day of absence..... Last day of absence

Name of person(s) travelling with your child.....

Please fully explain the exceptional circumstances that you would like the school to consider. This section must be completed. Please continue on a separate sheet if needed.

Signature of Parent(s)/Carer(s).....Date.....

Office use only				
Date form received	No of school days absence requested	Current % attendance	Authorised	Attendance Code
			Yes / No	

Signature of Assistant HeadteacherDate.....



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Absence from school in Term Time

Parents have a legal duty to ensure that their child receives an education suitable to 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. Research suggests that children who are taken out of school may never catch up on the learning they have missed, and younger children may find it difficult to renew friendships with their classmates.

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 the 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 authorised if it is for the following reasons:

- Genuine illness
- Unavoidable medical / dental appointments (but try to make these after school if at all possible)
- Religious Observance - only day(s) exclusively set apart for religious observance by the religious body to which the pupil's parents belong to.
- Seeing a parent who is on leave from the armed forces
- External examinations
- When Traveller children go on the road with their parents

Examples of requests for leave of absence that **do not** meet the criteria of an exceptional circumstance and **will not** be authorised and could be subject to a Penalty Notice fine/prosecution for pupils of statutory school age are:

- Cheaper holidays/flights in the UK or abroad.
- Holidays that overlap the beginning or the end of term.
- Trip of a lifetime.
- Visiting family or friends who have different half term holiday dates.
- Family weddings for more than 1 day or visits to see family abroad.
- Relatives coming to visit.
- Extension of leave if a pupil has not returned to school after an agreed absence if it does not meet grounds for an exceptional circumstance.
- Leave taken due to potential travel disruption.
- Leave taken to try and relieve travel distress for family members with additional needs

WARNING

If a pupil takes unauthorised term-time leave for 10 consecutive sessions or more (generally 5 days) they will be subject to a Penalty Notice. The fine for a penalty notice is £80 per child, per parent/carer, increasing to £160 if not paid after 21 days but within 28 days for pupils who are of statutory school age. If a penalty notice remains unpaid, parents may be the subject of court proceedings for failing to ensure the regular school attendance of their child and this could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months per parent.

For second offences of unauthorised term-time leave (10 consecutive sessions or more) within a three-year rolling period, the fine is a flat £160 per parent, per child. For the third offence in a three-year rolling period, the referral will be automatically considered for prosecution in relation to Section 444 Education Act 1996.



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ABSENCE REQUEST FORM (exceptional circumstances only) – Reply Slip

Dear

Child's Name Date of Birth Class.....

First day of absence..... Last day of absence

Date form received	No of school days absence requested	Current % attendance	Authorised	Attendance Code
			Yes / No	

Signature of Assistant Headteacher Date.....

NOTES TO PARENTS/CARERS

Parents do not have the right or entitlement to take their child out of school during term time.

Permission **must** be sought in **advance**. If the circumstances relating to this request are considered exceptional and the absence is authorised by the school, the authorising of the absences will be conditional on the child(ren) attending satisfactory up to the date covered by this request.

WARNING

If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence. Unauthorised absence may make you liable for a Penalty Notice (fine).

If a pupil takes unauthorised term-time leave for 10 consecutive sessions or more (generally 5 days) they will be subject to a Penalty Notice. The fine for a penalty notice is £80 per child, per parent/carer, increasing to £160 if not paid after 21 days but within 28 days for pupils who are of statutory school age. If a penalty notice remains unpaid, parents may be the subject of court proceedings for failing to ensure the regular school attendance of their child and this could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months per parent.

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