

CHERRY HINTON C of E PRIMARY SCHOOL



ABSENCE REQUEST FORM (EXCEPTIONAL CIRCUMSTANCES ONLY)

Child's name Year

Reason for absence

Date from to inclusive

Name of parent(s)/carer(s).....

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	% attendance to date above	<input type="checkbox"/> Absence authorised <input type="checkbox"/> Absence unauthorised Signed..... Headteacher



This portion to be returned to parent(s)/carer(s)

Please note that even if this absence request is authorised you may still receive letters of concern from either the school or LA if your child's attendance drops below a level that the school deems acceptable.

Child's name Year

Absence authorised Absence unauthorised from to(incl)

.....% attendance as of/...../20..... Signed..... Headteacher

NOTES TO PARENTS/CARERS

The Government implemented new legislation that came into effect from September 2013 which means that Schools may only authorise leave of absence in **exceptional circumstances**. A parent or carer does not have any right to leave of absence during term time and if your request is refused the absence will be recorded as unauthorised. This could result in legal action being taken or a Penalty Notice being issued by the Local Authority.

A Penalty Notice involves a fine of £60, per child, per parent/carer if paid within 21 days, rising to £120, per child, per parent/carer if paid within 28 days.

Guidance

Education (Pupil Registration) (England) Regulations 2006 has been amended (as of 14 September 2013) to prohibit the proprietor (Headteacher) of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application. The exception of the Local Authority 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.
- Exceptional 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.
- Visiting family/friends that have different half-term holidays and may include refusal to attend family weddings and visits to see family abroad.
- Family day trips.

Authorised officers have the discretion to issue a Penalty Notice without warning where the parent(s)/carer(s) have 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(s)/carer(s) and does not meet the statutory defences mentioned below.

PENALTY NOTICES

Through section 444B of the Education Act 1996, it has become possible that certain cases of unauthorised absence can be dealt with by the way of a Penalty Notice. Penalty Notices require each parent/carers 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, 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 LA 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.