

## Request For Leave Of Absence From School In Term Time Due To Exceptional Circumstances Only

Schools are only able to authorise absence from school in exceptional circumstances. In making a request for an authorised absence from school you will need to explain why the circumstances are exceptional. Please note there is no general right to authorise absence for a family holiday and if you take your child out of school without permission the absence will be unauthorised and we may refer the matter for consideration of legal action.

**Education (Pupil Registration) (England) Regulations 2006 have been amended (as of 1 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 law does not grant parents/carers an automatic right to take their children 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. 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 satisfactorily up to the date covered by this request.

If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence. A significant amount of unauthorised absence may make you liable to a Penalty Notice for each child, payable by each parent/carer, or the subject of court proceedings which could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months.

**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 FACTS	THE LAW
<p>Hook Junior School children are expected to attend punctually on the 190 days that the school is open. Whilst there are a number of unavoidable reasons why a pupil might be away from school (illness, medical appointments, exclusions etc.), the legislation is clear that any avoidable absence may only be authorised by a school if there are exceptional circumstances.</p> <p><b>WHAT YOU SHOULD CONSIDER</b></p> <p>Research suggests that children who are taken out of school may never catch up on the learning they have missed. This may affect attainment, progress and social personal development.</p> <p>Children who struggle with English or Mathematics may also find it even harder to cope when they return to school, while younger children may find it difficult to renew friendships with their peers.</p>	<p>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. The request for leave must come from a parent with whom the child normally resides.</p> <p>If a child then stays away from school for more than the authorised period this must be recorded as unauthorised absence and could be quoted in a prosecution for poor attendance.</p> <p>If the child is away from school for a total of four weeks or more, the school may have the option to take the child off roll subject to the Education (Pupil Registration) (England) Regulations 2006.</p>

THE FACTS	THE LAW
<p>If the school is unable to authorise the absence and the child is still taken out of school, this will be recorded as <b>unauthorised absence</b> and you may be subject to a fine per parent for each child.</p>	<p>In the case of unexpected extended absence, it is advisable that the parent fully informs the school as to the reasons. If a child is removed from roll, there is no guarantee that the child will regain a place at the school.</p>

<p><b>Examples of the type of absence that may be granted if it is for the following reasons:</b></p> <ul style="list-style-type: none"> <li>▪ Genuine illness</li> <li>▪ Unavoidable medical / dental appointments (but try to make these after school if at all possible)</li> <li>▪ Days of religious observance</li> <li>▪ Seeing a parent who is on leave from the armed forces</li> <li>▪ External examinations</li> </ul>	<p><b>Other examples of absence from school that <u>will not</u> be authorised:</b></p> <ul style="list-style-type: none"> <li>▪ Any type of shopping</li> <li>▪ Looking after siblings or unwell parents</li> <li>▪ Minding the house</li> <li>▪ Birthdays</li> <li>▪ Resting after a late night</li> <li>▪ Relatives visiting or visiting relatives</li> <li>▪ Holidays</li> <li>▪ Weddings</li> </ul>
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**The law requires parents to ensure their children receive an efficient full time education, and every minute of every day is important; every day matters. Please help them not to miss any of this valuable time.**

We hope that when you have read this document you will consider that your child's education is too important to allow them to miss school for avoidable reasons.

**Request for Leave of Absence from school in term time due to exceptional circumstances only**

**PLEASE NOTE: This leave of absence form serves as a Penalty Notice Warning Letter to Parents/Carers. Any unauthorised absence during this period of time may be subject to a penalty notice for non-attendance being issued.**

**You are advised not to make any arrangements until your request has been considered.**

**Section A – to the Headteacher**

**I wish to apply for**

Child's name: \_\_\_\_\_ Class: \_\_\_\_\_

To be authorised as absent from school (please include dates and time):

from \_\_\_\_\_ to \_\_\_\_\_ (inclusive dates)

Number of school days \_\_\_\_\_

**Section B**

Please explain why you are applying for an authorised absence and the **circumstances** which make your **application exceptional** and why the leave cannot be taken within the normal 13 weeks annual holiday your child already has from school. If you are requesting authorisation to attend a specific event please confirm the date of the event and explain your travel arrangements. If you require additional space please continue on the other side of the page.

**Section C**

I/we have parental responsibility for the child named below. The information I/we have given on this form is correct.

Signature of Parent 1: \_\_\_\_\_ Name: \_\_\_\_\_

Signature of Parent 2 : \_\_\_\_\_ Name: \_\_\_\_\_

Date: \_\_\_\_\_

**NB: Both parents who have parental responsibility should sign this form, even if the child does not reside with you, as any penalty for removing a child from school for an unauthorised absence will apply to both parents. If you do not agree with this request for your child, please complete the details below:**

Name: \_\_\_\_\_ I have not requested this absence for my child and do not agree that he/she should be taken out of school during term time.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Section D – for school use only**

**Delete as appropriate**

- Request not approved as the circumstances are not considered to constitute an exceptional reason and/or the impact of this absence will affect your child's educational progress.
- Request approved for \_\_\_\_\_ number of days from the dates and times \_\_\_\_\_
- A personal discussion with you is requested. Please contact the Office to make an appointment.

Current attendance rate: \_\_\_\_\_

**Headteacher:** \_\_\_\_\_ **Date:** \_\_\_\_\_