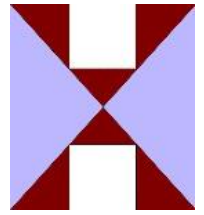




**PARENTAL REQUEST TO SCHOOL TO AUTHORISE AN
ABSENCE IN EXCEPTIONAL CIRCUMSTANCES**



Child's Name
Date of birth
Year Group
Class
Name of person making request & relationship with child
Address
Phone Number
Dates your child will be absent from school

Absences will only be authorised if this request is made in advance of the dates your child will be absent from school AND if the circumstances of the absence are exceptional. There is no entitlement to take a child out of school for a family holiday.

The law states that parents must ensure their children regularly attend school to receive their education. The head teacher can only authorise absence in exceptional circumstances. Exceptional is likely to be rare, significant, unavoidable and short.

Whether the absence is exceptional is at the Chair of Governors/Head teacher's discretion based on their assessment of the situation and can vary from school to school. A weeks' absence for holiday and a weeks' absence for illness would give an attendance figure below 95%. The government considers attendance unacceptable below 95%.

The Chair of Governors/Head teacher will consider the reasons for your absence request. You may be asked to provide evidence to support your request.

Please note that having already booked a holiday will not be considered as a good reason for term time absence. In relation to 'unavoidable' absence, the Chair of Governors/Head teacher will consider whether the event could have reasonably been scheduled at another time. Issues of cost will not be considered as an exceptional reason.

If you wish for this absence to be authorised, you will need to fully explain (together with evidence) why the circumstances of this absence are exceptional.

Why is this absence exceptional?

(continue on a separate sheet if necessary)

Declaration

I confirm that the information I have given on this form is true. I understand that if I do not fully complete this form, fully respond to requests for further information or that ultimately the absence is not authorised, my child's attendance will be recorded as an unauthorised absence. I understand that I must ensure my child attends school regularly and that failing to do so is a criminal offence which may result in legal proceedings being taken against me, either through a Penalty Notice or by prosecution in the Magistrates' Court.

Signed:..... Date:.....

(Parent/Carer)

Full Name:.....

Unless further information is required, a decision will be sent to you within 5 school days