

CONISTON PRIMARY SCHOOL ABSENCE REQUEST FORM

The law says that parents/carers do not have a legal right to take their children out of school for holidays in term time.

Regulation 7 of the 2006 Regulations is amended to prohibit the Headteacher of a maintained school granting leave of absence to a pupil except where an application has been made in advance AND the Headteacher considers that there are exceptional circumstances relating to the application.

Authorised / Unauthorised Absence

Absence will only be authorised for:

- Bereavement
- Bad weather (where it would be a safety risk to attempt to come to school)
- Illness

The Headteacher, on behalf of the Governors, will consider requests for absence, outside the above categories, only in exceptional circumstances.

It should be noted that this list does not include annual family holidays.

Schools will take into account government guidance when considering what constitutes an **exceptional** circumstance. The following are not considered to be **exceptional** circumstances:

- Availability of cheap holidays.
- Availability of desired accommodation.
- Holiday absences overlapping with the beginning or end of a term.

Examples of exceptional circumstances are:

- A parent, grandparent or other close relative being seriously ill.
- A significant trauma in the family recently.
- A once in a lifetime event.

Parents should return this form to Miss Lock explaining the exceptional circumstances for this request. A discussion with the Headteacher would be helpful before a request for absence in exceptional circumstances is made.

When a holiday is taken and the school has not authorised the absence, the school may request that the Local Authority issue a penalty notice if more than 10 sessions of unauthorised absence accumulate in a rolling seven week period. There are two sessions per day, one in the morning and one in the afternoon. The fine is £60 (per parent, per child) if paid within 21 days of receipt of the notice, rising to £120 if paid within 28 days. For example, a two parent family taking 2 children out of school for an unauthorised holiday would be liable for a total of £240 if paid within 21 days (or £480 between 21 and 28 days).

Please see our School Attendance Policy for full information on penalty notices.

ABSENCE REQUEST FORM

Please read carefully the letter on the other side of this form

Name of Child:	Class:
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Period(s) of Absence Requested		
From:	To:	No of days:

Please fully explain the *exceptional circumstances* that you would like the school to considered. This section must be completed.

Name of Parent / Carer:

Name of the adult your child is on holiday with (if different from above):

Signature of Parent / Carer:

Date:

For internal use only:

Date form received:	No of days holiday taken this academic year:	No. of days illness this academic year:	Current attendance (%):
Office Signature:		Date:	

Child's Name: _____ Class: _____

Date Requested:	___ / ___ / ___	to	___ / ___ / ___	No. of days:
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AUTHORISED

Your request has been authorised.

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UNAUTHORISED

Your request for a leave of absence during term time has not been authorised (NB – if you proceed to take the holiday this may result in a Penalty Notice being issued).

Signed: _____ Headteacher

Date: ___ / ___ / ___