



## **ABSENCE REQUEST FORM**

This form should be completed and submitted within four weeks of the start of the proposed leave of absence where possible.

Parents and carers are reminded that leave of absence taken without permission may result in the issuing of fixed penalty fines by the Local Authority of up to £120 per parent per child.

Parents are also reminded that leave of absence for the purpose of holidays in term time cannot be granted save in the most exceptional circumstances.

Please attach a copy of appointment letter/card in the case of medical/dental appointments.

<b>NAME OF CHILD/CHILDREN</b>				
<b>CLASS(ES)</b>				
<b>DATES OF ABSENCE</b>	From:		To:	
<b>DATE OF CHILD'S RETURN TO SCHOOL</b>				
<b>TOTAL NUMBER OF DAYS ABSENT</b>				

<b>REASON FOR REQUESTING TIME OFF DURING TERM TIME:</b>
<p><i>Please note that the school may request evidence, e.g. appointment card, flight tickets.</i></p>

### **OFFICE USE:**

<b>PARENT/CARER SIGNATURE</b>		
<b>DATE</b>		
<b>AUTHORISED? (please circle)</b>	<b>YES</b>	<b>NO</b>
<b>HEADTEACHER'S SIGNATURE</b>		
<b>COMMENTS</b>		



## **Leave of Absence Requests - Guidance**

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 make it clear that Headteachers may not grant any leave of absence during term time unless there are 'exceptional circumstances'.

Headteachers should determine the number of school days that a child can be away from school if the leave is granted for 'exceptional circumstances'.

The school will take the student's previous record of attendance into account when making any decision to authorise absence for a pupil.

The school follows these guidelines in considering any request for absence:

1. The decision to authorise absence is at the Headteacher's discretion based on their assessment of the situation. This will include taking into account the child's attendance and punctuality record for their time at the school.
2. Term time days are for education. This is the priority. Children and families have 175 days off school to spend time together, including weekends and school holidays. **Our school policy is that absence will not be granted during term time and will only be authorised in exceptional circumstances.**
3. If an event can be reasonably scheduled outside of term time then it would not be normal to authorise absence.
4. Absence during term time for holidays/vacations is therefore not considered an exceptional circumstance and will not be authorised.
5. Absences to visit family members are also not normally granted outside term time if they could be rescheduled for holiday periods or outside school hours.
6. Absence for a bereavement of a close family member may be considered an exceptional circumstance but for the funeral service only, not extended leave.
7. Absences for important religious observances are often taken into account, but only the ceremony, not extended leave. This is intended for one-off situations rather than regular or recurring events.