

Name of School:

**EXCEPTIONAL CIRCUMSTANCES FOR PUPIL ABSENCE FROM EDUCATION**

**Please note: taking your child out of school during term time is detrimental to your child's educational progress and is strictly illegal**

Your child's full name:	
Year group/class:	
Name of parent/carer making this application:	
Please detail the name, school and year group of any other children you have requested authorisation for:	
Date of application to the other school(s):	
Dates of leave requested: <i>Please include all part-days and full days, e.g. noon 12/3/17 – 14/3/17, returning to school on 15/3/17</i>	
Please outline the exceptional circumstances for your child and/or yourself which have led to this application for absence.  Please explain why it is impossible to avoid this absence for your child at this time, including the reasons why there are no alternative suitable times outside of school hours or within any of the school vacations.  <i>Continue on a separate page if required</i>	

Exceptional reason accepted **Yes / No** (Headteacher)

This absence **has been authorised / has not been authorised.**

Signature of Headteacher..... Date Parent/Carer informed.....

Headteacher Comments:

I/we have read the information on the reverse of this application and would like to formally request the absence as shown.

Signature of parent(s) / carer(s): \_\_\_\_\_

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

Office use only:

Is this absence more than 5 days

Current Attendance: \_\_\_\_\_ Prior leave: \_\_\_\_\_ Authorised / Not Authorised/ Further Information Required

Version: 0317

## **Absences during Term Time**

You are required under the Education Act (2006) to ensure your child attends school regularly. Amendments have been made to the 2006 regulations in the [Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#). These amendments make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Holy Cross Federation (Runcton Holme & Wormegay) will not authorise absences if they believe it is to the detriment of children's education or if the absences are during school exam periods and SATs.

Before completing this application we would advise that you consider very seriously how the absences will affect your child's education. Schools are not obliged to provide work for children taking leave of absence, however some may choose to do this.

The government states that any excessive absence or any refusal of leave of absence must be recorded as unauthorised on the child's records. You need to be aware an accumulation of unauthorised absences will result in Penalty Notices or legal proceedings against you.

The Local Authority operates a system where any pupil will meet the criteria for legal intervention where they have:

85% attendance or less, with at least 15% unauthorised absence over a 6 week period; or,  
Below 90% attendance within a 12 week period where some or all of the absences are due to unauthorised term time holiday absence.

The intervention could be in the form of a Fixed Penalty Notice.

### **Leave of absence for exceptional circumstances**

There must be a very strong case for why it would be impossible or unfeasible for the pupil to miss an occasion or event, or in the case of holiday, why it is impossible for the parent(s) to take holiday in any of the available school vacations. **Unfortunately, requesting absence for a holiday in term time because the costs are too high in the summer break is not an exceptional circumstance - other vacation periods are available.**

### **Fixed Penalty Notices**

Fixed Penalty notices are fines of £60 to £120 imposed on parents per pupil. They are an alternative to the prosecution of parents for failing to ensure that their child of compulsory school age regularly attends the school where they are registered or at a place where alternative provision is provided. They can only be issued by the Headteacher or someone authorised by and through the local authority officer or the police. All schools in Norfolk must send penalty notices to be issued to the local authority and the police must send copies of penalties to the local authority.

### **Penalty notices are issued to each parent liable for the attendance offence or offences.**

Penalties can be used where the pupil's absence has not been authorised by the school. Penalties may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification during the first five days of a fixed period or permanent exclusion. The parents must have been notified by the school at the time of the exclusion of this and the days to which it applies.

**Discuss with the school any request for leave of absence prior to making any bookings. Our school's designated person is the Headteacher. It is the parent/carers responsibility to ensure you received confirmation from the school before the trip is taken. Do not assume permission is granted if you have not received written confirmation.**

The schools seek to respond to applications within five working days, though this is not always possible. Please remember that we must have sufficient advanced notice to consider applications. All absences taken without prior authorisation cannot be authorised after the event.

Should you not wish to accept the decision, you may appeal to the governors in writing care of The Clerk to the Governors at your child's school. You should do this within 10 days of receipt of the school's decision.