

Parental Request to School to Authorise an Absence in Exceptional Circumstances

Child’s Name:

Year Group: Class:

Name of person making the request and relationship to child:

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Dates the child will be absent from school:

In September 2013 the law was changed prohibiting Headteachers from authoring absence requests in term time unless it was for “exceptional” circumstances. The law states that parents must ensure their child(ren) regularly attend school to receive their education. Exceptional is likely to be rare, significant and unavoidable. There is no entitlement to take a child out of school for a family holiday; having already booked a holiday will not be considered as a good reason for term time absence nor will issues of cost.

Whether the absence is exceptional is at the Headteacher’s discretion, based on their assessment of the situation including the child’s attendance percentage at the time of the request. It is likely that if a child’s attendance is below 95% requests for leave will not be granted even in exceptional circumstances. The government considers attendance below 95% as unacceptable.

Whilst considering the reason for the absence, you may be asked to provide evidence to support your request.

In line with guidance from the DfE and MOD, Headteachers are able to grant requests for leave during term time in exceptional circumstances which includes:

- preparing for or returning from an operation tour
- when work patterns only allow leave to be taken during term time
- injury/bereavement

Please specify below the reason for your request for authorised absence detailing the exceptional circumstance:

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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)

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

For school use only

Dear

Re:

Your request is approved and the absence of days will be recorded as authorised

Your request is not approved. If your child is absent as proposed it will be recorded as unauthorised.

Headteacher's comment:

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Signed: (Headteacher) Date: