**PARENTAL REQUEST FOR A CHILD’S ABSENCE FROM SCHOOL**

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| --- | --- |
| Child’s Name |  |
| Date of birth |  |
| Year Group |  |
| Class/form |  |
| 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. This is set out in the School’s

Attendance Policy, which is available on the website or the office.

A weeks’ absence for holiday and a weeks (5 days) absence for illness would give an attendance figure of 94.7%. The government considers attendance below 95% unacceptable.

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 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 consider the circumstances of your request to be exceptional please set these out below.

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Declaration

I confirm that the information I have given on this form is true.

I understand that if I take my child out of school for any reason not agreed as “exceptional”, 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 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.

**SCHOOL USE ONLY**

**ATTENDANCE HISTORY**

**Previous days authorised absence this year Pre Sickness days this year**

**% attendance to date this year Attendance in previous years\_\_\_\_\_\_\_\_\_\_**

Child’s Name: Dates requested as absence from learning:

Has been authorised Has not been authorised

**Reason for non-authorisation (to be highlighted):**

* There is no legal entitlement to holidays during term time and this should be avoided if at all possible. They will automatically be classed as unauthorised absence.
* Previous/current attendance is less than 95%.
* The ‘once in a lifetime’ event could have reasonably been scheduled at another time.
* The period of absence requested exceeds that required for the ‘unavoidable and exceptional event’.
* The reasons provided do not constitute ‘exceptional circumstances’.
* Other:

**SIGNED: DATE:**