Exceptional Circumstances Absence Request Form

Headteachers have very limited discretion to grant leave and may only do so in <u>exceptional circumstances</u> as detailed overleaf.

Where an absence during term time is agreed to be unavoidable, **it is vital that it does not coincide with examinations or other important tests that your child has to take. This is particularly crucial in year 10 and 11 when students take GCSE Controlled Assessments throughout the year.**

Key Stage 3 (Y7, Y8, Y9) – See school website for specific dates.
Key Stage 4 – Y10 internal examinations and Y11 mock examinations, December.
GCSE May/June - contact school for exact dates.

Please note: We advise that you do not plan for your child to be absent from school without gaining prior agreement first. Headteachers cannot retrospectively authorise absence from school under any circumstances.

Dear Mr Millne
I would like to ask your permission for my child/children to be absent from school on the following dates:

Name of Students(s)	Tutor Group	First Day of Absence from School	Date of Return to school

Please detail below the reason for your request for absence from school in term time and include any supporting information and attach any supporting documentation.

Declaration: *I have read the Absence from School for Exceptional Circumstances Information overleaf and understand I/we may receive a penalty notice if my/our child receives unauthorised school absence as a result of this request.*

Parent/guardian signature: _____ Date: _____

Office use only			☐Absence authorised Code _____
Date form received	No of school days absence requested	% Attendance	☐Absence unauthorised
			Signed _____ Headteacher
Examination dates			

Extract from statutory guidance on requesting leave of absence from school

If a Headteacher grants a leave request, it will be for them to determine the length of time that the child can be away from school; it is unlikely, however, to be granted for the sole purpose of a family holiday. Parents can be fined for taking their child on holiday during term time without consent from the school.

What is absence from school for exceptional circumstances?

In order for consideration to be given, requests for absence must be for exceptional circumstances only.

Exceptional circumstances could include:

1. Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
2. Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
3. The death or terminal illness of a person close to the family.
4. To attend a wedding or funeral of a person close to the family.
5. Where there are exceptional and unforeseen circumstances that fall outside of 1 to 4 above, consultation will be made with the LA Inclusion Officer for Attendance.

Please note: Evidence may be required in each case.

What evidence is needed?

The evidence you will need to provide depends entirely on what type of leave from school you are applying for.

A wedding abroad needs evidence of the event and can include invitations and evidence of travel/accommodation reservations.

For time off to attend a funeral you <u>may</u> even be required to provide a death certificate.

The evidence you will be required to provide will be specifically asked for by the school. If you are unable to provide evidence then the request will be refused**.**

If you ignore a declined request

If your request is declined, and you still take your child out of school, the Local Authority may issue you with a £60 penalty notice for each child you have taken out of school when the following criteria applies:

•   There have been 10 sessions (5 consecutive days) or more of unauthorised absence due to leave taking during an academic year.

and

•   Attendance is below 95% during the preceding 12 weeks before the leave was taken and the absence is unauthorised; or

•   The leave was taken during the month of September; or

•   The leave was taken during tests or examinations; or

•   It is the second leave taken in any one academic year; or

•   The pupil is in Year 6 or Year 11