

LEAVE OF ABSENCE REQUEST FORM – exceptional circumstances

The law does not grant parents/carers an automatic right to take their children out of school during term time. Permission must be sought in advance. Recent government regulations have removed the discretion on head teachers agreeing to term time holiday requests except in exceptional circumstances, considered on a case by case basis. You are advised not to make arrangements until your request has been considered by the school.

If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence. Unauthorised absence may make you liable for a Penalty Notice (fine). Failure to settle a Penalty Notice may lead to prosecution by the local authority.

To: The Attendance Officer, Godmanchester Community Academy

I wish to have an absence of days authorised due to exceptional circumstances, for:

Child's Name Class

Do you have other children at another school? (please share their name and the name of the school here)

.....

Name of Parent(s)/Carer(s).....

First day of absence..... Last day of absence

Please fully explain the exceptional circumstances that you would like the school to consider. *Before completing this section please read the guidance overleaf.* Please continue on a separate sheet if needed.

Signature of Parent(s)/Carer(s).....Date.....

Office use only

Date form received	No of school days absence requested	Current % attendance	Authorised Yes / No	Attendance Code	Date entered onto SIMS

Signature of Attendance Officer.....Date.....

Copy to parents Scanned in SIMS

ABSENCE FROM SCHOOL IN TERM TIME

Parents have a legal duty to ensure that their child receives an education suitable to his/her age, ability and aptitude and any special needs. Receiving a good full-time education will give your child the best possible start in life. Attending school regularly and punctually is essential if children are to make the most of the opportunities available to them. Research suggests that children who are taken out of school may never catch up on the learning they have missed, and younger children may find it difficult to renew friendships with their classmates.

As a parent/carer you can demonstrate your commitment to your child's education by not allowing your child to miss school for anything other than an exceptional and unavoidable reason.

The law allows schools to consider individual requests to authorise a future avoidable absence. However before the school can authorise any such requests, they must satisfy themselves that there are exceptional circumstances which justify such a decision. It is entirely the responsibility of the parent submitting the request to provide sufficient information/evidence in order to establish this fact.

Applications must be made in advance, as schools do not have the power to authorise absence retrospectively.

Unavoidable absence from school will be authorised if it is for the following reasons:

- Genuine illness
- Unavoidable medical/dental appointments (but try to make these outside school hours if at all possible)
- Days of religious observance
- Forces personnel on leave from a foreign posting
- External examinations
- Exceptional significant family events or circumstances

Other examples of absence from school that will not be authorised:

- Shopping during school hours
- Family day trips
- Birthdays
- Resting after a late night
- Relatives visiting or visiting relatives
- Holidays which have not been agreed
- Cheaper holidays in England and abroad

WARNING

If you allow your child to miss school in term time for an avoidable reason without obtaining the prior approval of the school you may be issued with a Penalty Notice, or made the subject of court proceedings under section 444 of the Education Act 1996. Penalty Notices may only be served in accordance with the County Council's code of conduct.

The amount of a Penalty Notice is £60 per parent per child if paid within 21 days, increasing to £120 per parent per child if paid after 21 days and before 28 days. Should a parent or carer on whom a notice is served fail to pay the fine in full within the specified time he/she will be liable to prosecution in a Magistrates court where on conviction a sentence of a fine up to £2,500 or up to three months in prison may be imposed.