PARENTAL REQUEST TO SCHOOL TO AUTHORISE AN ABSENCE IN EXCEPTIONAL CIRCUMSTANCES

Child's Name	
Date of birth	
Year Group	
Class	
Name of person making request & relationship with child	
Address	
Phone Number	
Dates your child will be absent from school	
Total number of school days requested	
Details of siblings at other schools where absence has also been requested	

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. Whether the absence is exceptional is at the head teacher's discretion based on their assessment of the situation and can vary from school to school. A weeks' absence for holiday and a weeks' absence for illness would give an attendance figure below 95%. The government considers attendance unacceptable below 95%.

The head teacher will consider the reasons for your absence request. You may be asked to provide evidence to support your request. 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 wish for this absence to be authorised, you will need to fully explain (together with evidence) why the circumstances of this absence are exceptional.

Fixed Penalty Notices (FPNs) can be issued by the Local Authority where a pupil has accrued 10 sessions of unauthorised absence in a 10 week period. A school day is 2 sessions. This period can straddle school holidays and academic years and the absence does not need to be consecutive. FPNs can be issued below this threshold where a child is taken out of school during an inset week or following a bank holiday in order to avoid the 10 session threshold.

Why is this absence exceptional?
(continue on a separate sheet if necessary)   Destination of travel:

Continued over…

Declaration:

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)

Full Name:……..

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

SCHOOL USE ONLY

Previous sessions authorised absence this year ☐

Sickness: ☐ **Medical:** ☐ **Holiday:** ☐ **Other:** ☐

% attendance this year: ☐ **% attendance previous year:** ☐

CRAWLEY PRIMARY SCHOOLS WITHDRAWAL FROM LEARNING

Child's Name: ☐ Dates requested as absence from learning: ☐

Age at time of travel ☐

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:** ☐