



## Absence Request Form (Exceptional Circumstances Only)

**IMPORTANT:** Before completing this form please read the 'Notes' overleaf carefully. These clearly explain the circumstances under which an absence from School can be considered. This form should be completed by a parent with whom the child(ren) lives.

**TO: THE HEAD TEACHER/HEAD OF SCHOOL OF  
(PLEASE TICK BOX):**

- BROADCLYST PRIMARY SCHOOL  
 WESTCLYST PRIMARY SCHOOL  
 YEO VALLEY PRIMARY SCHOOL

I wish to apply to have an absence authorised for:

Child's name \_\_\_\_\_ Class/Year \_\_\_\_\_

Child's name \_\_\_\_\_ Class/Year \_\_\_\_\_

Child's name \_\_\_\_\_ Class/Year \_\_\_\_\_

Period Absent: **From** \_\_\_\_\_ **To** \_\_\_\_\_

Number of school days that will be missed: \_\_\_\_\_

Please explain the reason for the absence (consider that the school will use this to determine whether the 'exceptional circumstances' criteria is met. Please continue on a separate sheet if needed.

You are asked to sign this request to confirm that the information provided above is correct, and that you have read the warning contained in the Additional Information overleaf.

Name of parent completing this form: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_

School use only	
Date form received in school:	No. of school days absence requested:
Pupils current attendance rate: %	No. of unauthorised absences in last 6 months:
<input type="checkbox"/> Absence <b>authorised</b> – the school authorises the above absence as request, satisfied that exceptional circumstances apply to this specific request.	
<input type="checkbox"/> Absence <b>unauthorised</b> – the school is unable to authorise the absences specified above.	
If your request is unauthorised, the main reason(s) are: (please tick all / any that apply):	
<input type="checkbox"/> Circumstances not deemed to be exceptional	<input type="checkbox"/> Current attendance rate is low
<input type="checkbox"/> The period covered by this request (length)	<input type="checkbox"/> Number of unauthorised absences is high
<input type="checkbox"/> The time of the school year	
<input type="checkbox"/> Other (please specify):	

SIGNED: \_\_\_\_\_ Head Teacher/Head of School      DATE: \_\_\_\_\_

## NOTES TO PARENTS/CARERS

Schools are only allowed by law, to authorise non-medical absences if requested in advance by a parent with whom the pupil normally resides. A school can only authorise such a request if they are satisfied that there are "exceptional circumstances" which apply. However, even if there are exceptional circumstances, schools can still consider any other relevant factors such as previous attendance rates; the ability of the pupil to catch-up on missed work; the wider impact of missing the specified period of time.

Schools must be extremely cautious about approving such requests if the pupil's education is likely to be significantly impacted upon.

Parents should ensure that they know whether the absence will be authorised or not before they go away as an unauthorised absence will likely result in a penalty notice or court summons being issued to each parent for each pupil affected. It is therefore recommended that this completed form is sent into the school **at least three school weeks before the intended absence**.

### WARNING TO PARENTS

If this request is unauthorised by the school, a penalty notice may be issued by Devon County Council. A penalty notice offers a parent the opportunity of dealing with a potential offence without going to court, by paying a penalty. If parents can't afford to pay, or for any other reason do not take the offer of paying the notice within a set time, then the case will proceed to a magistrate's court. The provision of penalty notices is set by Regulations and the amount of the penalty, timeframe for payment or payment method are not able to be varied by Devon County Council.

**Parents should note that only one penalty notice per parent per child will normally be issued within a two-year period.** Any second 'offence' within a two-year period will be referred straight to court.

## AVOIDABLE ABSENCE IN TERM-TIME

THE FACTS	THE LAW
<p>School aged pupils are expected to attend punctually on the 190 days that the school is open. Whilst there are a number of unavoidable reasons why a pupil might be away from school (illness, medical appointments, exclusions etc.), the legislation is clear that any avoidable absence may only be authorised by a school if there are exceptional circumstances.</p> <p><b>WHAT YOU SHOULD CONSIDER</b></p> <p>Research suggests that children who are taken out of school may never catch up on the learning they have missed. This may affect test results and can be particularly harmful if the child is studying for final year examinations.</p> <p>Children who struggle with English or Mathematics may also find it even harder to cope when they return to school, while younger children may find it difficult to renew friendships with their classmates.</p> <p>If the school is unable to authorise the absence and the child is still taken out of school, this will be recorded as <b>unauthorised absence</b> and you may receive a £60* fine per parent for each child.</p>	<p>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. The request for leave must come from a parent with whom the child normally resides</p> <p>If a child then stays away from school for more than the authorised period, this must be recorded as unauthorised absence and could be quoted in a prosecution for poor attendance.</p> <p>If the child is away from school for a total of four weeks or more, the school may have the option to take the child off roll subject to the Education (Pupil Registration) (England) Regulations 2006.</p> <p>In the case of unexpected extended absence, it is advisable that the parent fully informs the school as to the reasons. If a child is removed from roll, there is no guarantee that the child will regain a place at the school.</p>

<p><b>Unavoidable absence from school will be authorised if it is for the following reasons:</b></p> <ul style="list-style-type: none"> <li>▪ Genuine illness</li> <li>▪ Unavoidable medical / dental appointments (but try to make these after school if at all possible)</li> <li>▪ Days of religious observance</li> <li>▪ Seeing a parent who is on leave from the armed forces</li> <li>▪ External examinations</li> <li>▪ When Traveller children go on the road with their parents</li> </ul>	<p><b>Other examples of absence from school that <u>will not be authorised</u>:</b></p> <ul style="list-style-type: none"> <li>▪ Any type of shopping</li> <li>▪ Looking after siblings or unwell parents</li> <li>▪ Minding the house</li> <li>▪ Birthdays</li> <li>▪ Resting after a late night</li> <li>▪ Relatives visiting or visiting relatives</li> </ul>
<p>Please contact your child's Head Teacher/Head of School if you wish to discuss this issue.</p> <p><b>The law requires parents to ensure their children receive an efficient full time education, and every minute of every day is important. Please help them not to miss any of this valuable time.</b></p> <p>We hope that when you have read this leaflet you will consider that your child's education is too important to allow them to miss school for avoidable reasons.</p>	

\*Penalty Notice £60 if paid within 21 days, increasing to £120 if paid after 21 days and before 28 days.