



West Park CE Primary School



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 and relationship to 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.

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 week's absence for holiday and a week's 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.

Why is this absence exceptional? (continue on a separate sheet if necessary)
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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:..... (Parent/Carer) Date:.....

Full Name:..... (Please print)

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

School Office to complete this section:

Last Academic Year Attendance	%	Green Amber Red	Green	More than 95%	Satisfactory
			Amber	85% to 95%	Needs improvement
Current Attendance:	%	Green Amber Red	Red	Less than 85%	Unsatisfactory
			Holiday taken so far this academic year		

Head Teacher to complete this section:

Your request is **approved** and the absence as set out above is authorised.

Your request is **not approved**. If the pupil is absent as proposed above, it will be recorded as **unauthorised** for the following reason:

Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Please see the attached letter sent in January 2014 to parents/carers for further information and contact me if you wish to discuss this further.

Signed:

Dated: