



Exceptional Absence Request Form

Notes to Mothers, Fathers, Carers

The law does not grant an automatic right to take a child out of school during term time. If the request is for an absence in term time you must have Parental Responsibility and be the parent with whom the child normally lives. Permission must be sought in advance and must be for exceptional circumstances. If you do not have Parental Responsibility and/or normally live with the child you must seek the consent of the parent who does and that person should complete this form. Schools will only consider requests from that parent and absence will only be authorised in exceptional circumstances.

When deciding whether to allow term time leave, for any reason, the school will consider:

- The time and duration of the leave
- Your child's record of attendance
- Learning that will be missed

Warning: If the school refuses your request and the child is still taken out of school, this will be recorded as an **unauthorised absence** and may make you liable to a £60/£120 fine.

To the Headteacher of Brunel Primary and Nursery Academy

I wish to apply for
Name(s) of Child(ren) Class

..... Class

..... Class

to be authorised as being absent from school from toinclusive

Reason for request for absence during term time:

Please state the exceptional circumstances which mean that the absence cannot be taken during the school holiday:

Signature of Parent/Carer Print Name Date

Please ensure we receive this request at least 4 weeks prior to the requested absence.

Authorised The school/college agrees to your child being absent from school on the specified dates

Absence dates ___/___/___ to ___/___/___

Unauthorised The School/College does not authorise your request for leave in term time for the following reason:

NB If a holiday is taken without it being authorised the School/College is required to report the absence to the LA who may issue a £60/£120 Penalty Fine, per parent, per child.

Signed Headteacher Date.....

Amendments to the education (pupil registration) (England) regulations 2006

The Government have changed their policy regarding school attendance and existing legal regulations, which come into force from September 2013. This means that term time holiday is removed from the regulations. **Head Teachers are no longer allowed to authorise absence from school unless it is due to exceptional circumstances.** The Exceptional Absence Request form should be completed by parents/carers when requesting term time absence from school for their child, regardless of whether the absence is for a holiday, or any other reason. Also, all requests for absence should be evidenced based, e.g. medical appointment cards, letters from employers etc. The following is a guide as to what could/could not be exceptional circumstances for approving a child's absence from school:

Exceptional circumstances when authorisation will be considered:

- When a family needs to spend time together because of an immediate family members bereavement, crisis or serious illness
- Funeral of immediate family member
- Religious observance
- Transport was not provided by the LA when it should have been
- Children of service personnel about to go on deployment (permission would be considered as long as the request is accompanied by a letter from the Commanding Officer)
- **One day** of absence could be authorised for a wedding of an immediate family member and the invitation has been provided as evidence
- One off sporting events/performing arts competitions, if the child is participating and is at county standard or above and a letter has been provided from the performing arts/sports regional governing body as evidence
- **One day** of absence could be authorised for an immediate family members graduation ceremony/passing out parade
- Medical appointments (parents/carers should be encouraged to arrange non-urgent medical appointments outside of school hours when possible. If the medical appointment is during the school day, **evidence must be provided.** Schools should not authorise a whole days absence for a medical appointment that occurs in the morning – the child would be expected to return to school in the afternoon, and vice versa.
- External examinations.

Absence will not be authorised for reasons such as the following:

- To care for other family members
- Birthdays
- To interpret for other family members
- No school uniform/shoes
- Bullying
- Friendship problems
- Head lice
- Learning difficulties
- Family holiday
- Weddings abroad – regardless of whether it is for immediate family members
- Family Anniversaries
- Death of a pet
- Travel problems
- School refusal

*(The **immediate family** is a defined group of relations, used in rules or laws to determine which members of a person's family are affected by those rules. It normally includes a person's parents, spouses, siblings and children. It can contain others connected by birth, adoption, marriage, civil partnership, or cohabitation, such as grandparents, grandchildren, siblings-in-law, half-siblings, adopted children and step-parents/step-children, and cohabiting partners).*